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2d Session } HOUSE COMMITTEE PRINT NO. 51

VETERANS READJUSTMENT APPOINTMENTS IN THE FEDERAL GOVERNMENT

SPECIAL HIRING AUTHORITY FOR 30 PERCENT OR MORE DISABLED VETERANS

A REPORT

PREPARED BY THE

OFFICE OF PERSONNEL MANAGEMENT

SUBMITTED TO THE

COMMITTEE ON VETERANS' AFFAIRS

U.S. HOUSE OF REPRESENTATIVES

MARCH 15, 1984

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SEPTEMBER 24, 1983.

Hon. G. V. (SONNY) MONTGOMERY,
Chairman, Committee on Veterans' Affairs,
U.S. House of Representatives, Washington, D.C.

DEAR MR. CHAIRMAN: I am pleased to enclose OPM's fiscal year 1981 report on employment activities related to veterans who are 30 percent or more disabled and Vietnam era veterans. This report, submitted in accordance with 38 U.S.C. 2014(e), describes veteran hiring activity and actions OPM has taken to improve employment opportunities for the severely disabled and Vietnam era veterans.

The special veteran employment authorities continue to be a success. Veterans readjustment appointments (VRAs) totaled nearly 20,000 in FY 1981, a figure which represents the third highest number of appointments made in the 12 years of the VRA Program. This occurred during a period when Federal employment decreased by 38,000. In addition, use of the special noncompetitive hiring authority for veterans who are 30 percent or more disabled increased 15 percent as compared to the previous year. The employment of these severely disabled veterans by all employment authorities increased 80 percent in FY 1981.

I have also enclosed two semiannual reports (pursuant to 38 U.S.C. 2014(d)) covering the period April 1981 through September 1981 on the VRA Program and use of the special hiring authority for 30 percent or more disabled veterans. These reports show increased veteran hiring over the previous period, October 1980 through March 1981.

I am strongly committed to improving our veteran employment policies and procedures. Employment programs directed to our disabled and Vietnam era veterans have my full support. OPM will actively encourage agencies to take advantage of these veteran employment programs.

Sincerely,

DONALD J. DEVINE,
Director.

Enclosures.

REPORT TO CONGRESS

ANNUAL REPORT ON VETERANS EMPLOYMENT IN THE FEDERAL GOVERNMENT

- FISCAL YEAR 1981 -

Introduction

This is the fiscal year 1981 report on veterans employment in the Federal Government and is prepared in accordance with section 2014(e) of title 38, United States Code. This report describes initiatives taken on behalf of disabled and Vietnam era veterans and outlines the success of the Veterans Readjustment Appointment (VRA) Program and the noncompetitive hiring authority for 30 percent or more compensably disabled veterans (5 U.S.C. 3112). The appendices to this report highlight veteran preference hiring activity and include OPM issuances directed toward improving employment opportunities for disabled and Vietnam era veterans.

Summary of OPM Initiatives During FY 1981

Actions the Office has taken to support improved employment opportunities for disabled and Vietnam era veterans include:

- advising agencies to review their record of veteran hires, and, where needed, to take steps to strengthen their veterans' employment programs;
- actively supporting the extension of the Veterans Readjustment Appointment (VRA) Program before Congress and in communications with Federal agencies;
- continuing to stress the need to employ severely disabled veterans;
- resuming responsibility for affirmative action planning for disabled veterans;
- assuring that training courses and training materials include information on veteran employment;
- issuing appropriate regulations and guidance on veterans' employment;
- developing publicity on veteran employment programs;
- evaluating the effectiveness of veteran employment programs and policies;
- increasing communication with veteran organizations; and
- providing technical guidance and assistance to agencies on their veteran employment programs.

OPM's Veteran Employment Program

Appendix 1 presents a summary of selected veteran hiring information for FY 1981. It shows a continuing emphasis on veterans' employment. The hiring of veterans, including Vietnam and disabled veterans, continues to be high. (The term "veteran" refers to "preference eligible" in this appendix. Preference eligibles are given an additional 5 or 10 points which are added to their passing civil service test scores.)

The continuing success of the veterans employment program may be attributed to a number of factors. The Office has actively supported a renewed interest in veteran employment activities. OPM officials meet regularly with representatives of veteran organizations to discuss matters of mutual interest. Agency officials, including the Director, have addressed national conventions of veteran organizations on the Administration's commitment for veteran employment programs.

OPM has developed and implemented a policy for monitoring and evaluating veteran employment activities. This policy consists of: (1) performing analyses of veteran hiring data received from agencies through OPM's Central Personnel Data File (CPDF), a data collection system covering employment information; (2) conducting agency onsite monitoring and evaluation to assess the nature and extent of recruitment and placement of veterans; (3) and encouraging agencies through written directives and other related initiatives to increase use of veteran hiring authorities, whenever possible.

The Office has promoted veteran employment programs through its Federal Job Information Centers, directives, pamphlets, training sessions, and onsite agency evaluations. The pamphlets, "Veterans Readjustment Appointments--Questions and Answers" and "Veterans' Preference in Federal Employment" were revised to provide improved program guidance to agencies and the general public. A revised VRA poster highlighting the recent extension of the VRA Program, was developed and issued to agencies, veteran organizations, and the general public.

The Office encouraged agencies to hire veterans who are 30 percent or more disabled (Appendix 2). It also issued improved guidance to agencies on the VRA Program (Appendices 3-9).

The Office issued regulations (Appendix 10) on the affirmative action program for disabled veterans. On October 1, 1982 each agency is to implement an annual plan for the recruitment, hiring, placement, and job advancement of disabled veterans. The Disabled Veterans Affirmative Action Program (DVAAP) will concentrate on ways to improve on previous accomplishments and eliminate deficiencies in the hiring, placement, and advancement of disabled veterans. The program is characterized by minimum OPM requirements and maximum agency flexibility. Agencies are

required to submit accomplishment reports to OPM annually. Agencies' performance will be assessed through employment data obtained through the Central Personnel Data File. OPM will monitor, evaluate, and report on how this program is working in future reports.

The veterans readjustment appointment authority and the noncompetitive hiring authority for 30 percent or more disabled veterans are special veteran appointing authorities. The VRA Program is designed to provide improved Federal employment opportunities, along with training or education, for Vietnam era veterans, a group likely to experience difficulty in obtaining employment because of inadequate education, skills, training, and work experience. An eligible Vietnam era veteran may participate in the program provided he/she meets the minimum qualifications for the position they desire, agree in writing to pursue a two year training and/or educational program and, if nondisabled, have no more than 14 years of formal education. There is no limit on years of education for veterans receiving compensation for a service-connected disability.

The use of the VRA Program by Federal agencies is voluntary. There is no requirement that it must be used. Agencies make use of the program within the constraints of their personnel ceilings, available funds, and the appropriateness of the program to positions being filled.

VRA hires totaled nearly 20,000 in FY 1981, the third highest in the 12 year history of the program. The VRA Program has proved to be an excellent way for agencies to meet their affirmative employment objectives. In FY 1981, 36 percent of the VRA hires were minorities and 8 percent were women.

The VRA Program has a high retention rate as 75 percent of the veterans appointed under it are continuing in career jobs. These veteran hiring figures are impressive because overall Government hiring decreased to 372,000 from the 452,000 reported the previous year.

The noncompetitive hiring authority for 30 percent or more disabled veterans was established by Public Law 95-454. It provides an opportunity for these severely disabled veterans to be hired without the use of civil service registers. Employment data on the noncompetitive hiring authority for veterans who are 30 percent or more disabled show an increase of 15 percent over the appointments made the previous year. Overall, new hires of 30 percent or more disabled veterans increased 80 percent in FY 1981 over FY 1980.

OPM is continuing to emphasize strongly the benefits of the Veterans Readjustment Appointment Program and the noncompetitive appointment authority for 30 percent or more disabled veterans. These veteran employment programs provide important flexibilities for agencies in improving employment opportunities for disabled and Vietnam era veterans. Agencies are able to realize an immediate return on recruitment expenditures. These appointment authorities represent quick and easy ways to fill vacancies, a factor which is of primary concern to selecting officials.

Conclusion

The success of the veterans employment programs may be attributed to actions taken by both OPM and agencies. OPM will continue to support agency efforts to put a high priority on employment programs that benefit disabled and Vietnam era veterans. The Government is meeting its employment responsibility for those who have sacrificed for their country.

Listing of Appendices for Annual Report on Veterans Employment in The Federal Government (FY 1981)

Appendix 1 - Summary of Selected Veteran Hiring Information (FY 1981).

Appendix 2 - Federal Personnel Manual (FPM) Bulletin No. 300-59, "Employment of Veterans Who Are 30 Percent or More Disabled," dated April 16, 1982.

Appendix 3 - Federal Personnel Manual (FPM) Bulletin No. 307-15, "Support for Extension of the Veterans Readjustment Appointment (VRA) Program," dated June 4, 1981.

Appendix 4 - Federal Personnel Manual (FPM) Bulletin No. 307-16, "Status of the Veterans Readjustment Appointment (VRA) Program Extension," dated September 25, 1981.

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Appendix 7 - Federal Personnel Manual (FPM) Installment No. 288, "Veterans Readjustment Appointments," dated August 4, 1982.

Appendix 8 - Federal Personnel Manual (FPM) Bulletin No. 171-618, Monthly Rider Publication for March 1982. (Agencies are advised on procedures for ordering "Veterans Readjustment Appointments" and "Veterans' Preference in Federal Employment.")

Appendix 9 - Federal Personnel Manual (FPM) Bulletin No. 171-619, Monthly Rider Publication for April 1982. (Agencies are advised on procedures for ordering the VRA Poster.)

Appendix 10 - Proposed Rule on the Affirmative Action Program for Disabled Veterans. (Appeared in the Federal Register on June 4, 1982.)

APPENDIX 1

SUMMARY OF SELECTED VETERAN HIRING INFORMATION

FISCAL YEAR 1981

FEDERAL HIRES

• Total	372,463
• Women	182,973
- % of Total	49%
• Minorities	94,895
- % of Total	26%

VETERAN HIRES

• Total	83,936
• Women	6,985
- % of Total	8%
• Minorities	19,034
- % of Total	23%
• Percent of Federal Hires	23%

VIETNAM ERA VETERAN (VEV) HIRES

• Total	62,213
• Percent of Federal Hires	17%
• Percent of Veteran Hires	74%
• Disabled VEV Hires	7,388
- % of Total VEV's	12%

VRA HIRES

• Total	19,975
• Women	1,625
- % of Total VRA's	8%
• Minorities	6,213
- % of Total VRA's	36%
• Disabled	1,602
- % of Total VRA's	8%
• Percent of Federal Hires	5%
• Percent of Veteran Hires	24%
• Percent of VEV's	32%

DISABLED VETERAN HIRES (10-POINT)

• Total	10,169
• Percent of Veteran Hires	12%
• Percent of Federal Hires	3%

30 PERCENT OR MORE DISABLED VETERANS' HIRES

• Total	3,119
• Percent of Veteran Hires	4%
• Percent of Total Disabled Veteran Hires	31%
• Special Hiring Authority	426
- % of Total 30 Percent Hires	14%

OPM/WEV May 1982

APPENDIX 2
FPM Bulletin 300-59

Office of Personnel Management

Federal Personnel Manual System

FPM Bulletin

Bulletin No. 300-59

Washington, D. C. 20415
April 16, 1982

SUBJECT: Employment of Veterans Who Are 30 Percent or More Disabled

Heads of Departments and Independent Establishments:

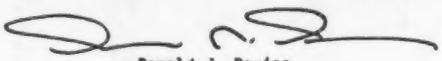
1. As you know, I strongly support the employment of disabled veterans, especially those who are 30 percent or more disabled. You and I have an obligation to assist severely disabled veterans in securing employment because of the sacrifices they have made for their country.

2. A special provision in title 5 of the United States Code (5 U.S.C. 3112) allows you to make noncompetitive appointments of veterans who have compensable service-connected disabilities of 30 percent or more. By making such appointments, you will be able to fill your vacancies quickly and realize an immediate return on your recruitment costs. You will also make progress in achieving affirmative action in the employment of disabled veterans. Guidance on the use of this special non-competitive appointment authority is included in FPM Chapters 315 and 316.

3. Despite the advantages of this special hiring authority, it is greatly underused. Attachment one to this Bulletin shows that, during the first half of fiscal year 1981, only 163 appointments were made under the authority authorized by 5 U.S.C. 3112. The Department of the Army and the Veterans Administration accounted for most of the hires. OPM, as required by law, reports semiannually to Congress on agency use of this hiring authority and Congress has expressed concern, in hearings, over its lack of use.

4. I realize that there are limitations on hiring throughout the Federal Government, but, where hiring does exist, greater efforts must be made to provide employment for our severely disabled veterans. OPM's Agency Compliance and Evaluation unit will be monitoring agency performance in hiring veterans who are 30 percent or more disabled.

5. OPM is assuming full responsibility for affirmative action for disabled veterans in FY 1983, and thereafter. Annual affirmative action plans and accomplishment reports will be required. It is appropriate, then, that you review your hiring record for veterans who are 30 percent or more disabled. Attachment two to this Bulletin will assist you in your review. It shows the on-board Federal employment of these disabled veterans by agency. I know that greater employment opportunities can be given to our severely disabled veterans.



Donald J. Devine
Director

Attachments

Inquiries: Workforce Effectiveness and Development Group, Office of Affirmative Employment Programs, Veterans Employment Programs, (202) 254-3058

Code: 300, Employment (General)

Distribution: FPM

Bulletin Expires: April 20, 1983

APPOINTMENTS OF 30 PERCENT OR MORE DISABLED VETERANS UNDER 5 U.S.C. §3112 BY OCCUPATIONAL CATEGORIES, MINORITY GROUP AND SEX

FIRST HALF OF FY 1981

Agency	Occupational Categories	Total	Women	Men	Minorities	Nonminorities	Other 1/
		#	%	%	%	%	%
ALL:	ALL	163	3.1	96.9	18.4	81.6	--
	Professional, Administrative, Technical	42	4.8	95.2	9.5	90.5	--
	Clerical, Other White-Collar	48	4.2	95.8	22.9	77.1	--
	Blue-Collar	73	1.4	98.6	20.5	79.5	--
Army:	ALL	63	4.8	95.2	19.0	81.0	--
	Professional, Administrative, Technical	11	--	100.0	--	100.0	--
	Clerical, Other White-Collar	19	10.5	89.5	26.3	73.7	--
	Blue-Collar	33	3.0	97.0	21.2	78.8	--
VA:	ALL	80	2.5	97.5	20.0	80.0	--
	Professional, Administrative, Technical	25	8.0	92.0	16.0	84.0	--
	Clerical, Other White-Collar	25	--	100.0	24.0	76.0	--
	Blue-Collar	30	--	100.0	20.0	80.0	--
Other 2/:	All	20	--	100.0	10.0	90.0	--
	Professional, Administrative, Technical	6	--	100.0	--	100.0	--
	Clerical, Other White-Collar	4	--	100.0	--	100.0	--
	Blue-Collar	10	--	100.0	20.0	80.0	--

1/ Includes employees in Guam and Hawaii (where EEO designation is not required) and employees with unspecified minority status.

2/ Includes 15 appointments in Navy and 1 each in Treasury, Interior, GSA, Small Business Administration, and Office of Personnel Management.

Source: Central Personnel Data File
Office of Personnel Management

On-board Federal Employment as of August 31, 1981 by Agency for Total Employees, 30 Percent or More Disabled Veterans, and 30 Percent or More Disabled Veterans Hired under the Special Non-competitive Appointing Authority 1/

Agency	Total Employees 2/	All 30% or more Disabled Veterans #	All 30% or more Disabled Veterans % of Total	30% or more Disabled Veterans Under § U.S.C. 3112 #	30% or more Disabled Veterans Under § U.S.C. 3112 % of Total
Total, Non-Postal Agencies	2,079,999	11,647	0.6%	261	3/
State	13,600	-	-	-	-
Treasury	126,608	462	0.4	3	3/
Defense, Total	(927,852)	(7,320)	(0.8)	(203)	(3/)
Army	331,717	3,149	0.9	168	0.1
Navy	309,965	1,644	0.5	35	3/
Air Force	205,295	2,030	1.0	-	-
Defense Logistics Agency	47,369	432	0.9	-	-
Other Defense Activities	33,526	65	0.2	-	-
Justice	56,017	54	0.1	1	3/
Interior	86,881	149	0.2	-	-
Agriculture	143,399	-	-	-	-
Commerce	43,775	62	0.1	-	-
Labor	22,407	174	0.8	-	-
Health & Human Services	152,351	139	0.1	-	-
Housing & Urban Dev.	15,866	13	0.1	-	-
Transportation	65,364	255	0.4	-	-
Energy	20,522	33	0.2	-	-
Education	7,682	19	0.2	-	-
Environmental Protection Agency	13,524	11	0.3	-	-
Equal Employment Opportunity Comm.	3,354	1	3/	-	-
Fed. Emergency Mgmt. Agency	3,572	4	0.1	-	-
Fed. Deposit Insurance Corp.	3,536	1	3/	-	-
General Services Adm.	37,441	196	0.5	3	3/
International Communications Agency	4,223	8	0.2	-	-
National Aeronautics & Space Adm.	23,622	118	0.5	-	-
Office of Personnel Management	8,632	15	0.2	2	3/
Small Business Administration	5,346	31	0.6	1	3/
Veterans Administration	238,680	2,553	1.1	46	3/
All Other Non-Postal Agencies	56,045	29	0.1	2	3/
U.S. Postal Service	644,965	7,410	1.1	-	-

1/ Some agencies may have hired and separated 30% before or since the as of date and these actions are not reflected in these figures.
2/ Excludes 4,700 employees with unknown veterans status and 46,000 National Guard employees.
3/ Less than 0.05 percent.

Source: Central Personnel Data File

Office of Personnel Management

31-243 0 - 84 - 2

APPENDIX 3

Office of Personnel Management — FPM Bulletin 307-15

Federal Personnel Manual System
FPM Bulletin

Bulletin No. 307-15 — Washington, D. C. 20415
June 4, 1981

SUBJECT: Support for Extension of the Veterans Readjustment Appointment (VRA) Program

Heads of Departments and Independent Establishments:

1. The Administration is supporting congressional efforts to extend the Veterans Readjustment Appointment (VRA) Program until September 30, 1983. The current statutory authority for the VRA authority expires September 30, 1981. The VRA authority continues to provide improved employment opportunities for those Vietnam era veterans who really need help and can assist agencies in meeting their affirmative employment objectives.

2. Employment under the VRA Program hit a record high in fiscal year 1980. A total of 21,672 Vietnam era veterans were hired under the special program, the highest number of annual hires since President Nixon started the program in 1970. Of the VRA hires in 1980, 2,114 or 10 percent were women and 8,249 or 40 percent were minorities. The attachment lists VRA hires by Executive Department and Independent Agency in fiscal year 1980.

3. As a reminder, written tests required by any qualification standard applied by an agency in minimum qualification determinations may be waived. This is described in FPM Letter 307-14, "Use of Written Tests in Minimum Qualification Determinations of Veterans Readjustment Appointment (VRA) Candidates," dated February 14, 1980. Testing may still be done. However, VRA hires need only have the required experience, education and training. This action should make it easier and faster to hire VRA eligibles.

4. If the extension to the VRA Program becomes law, you will be informed at once. Accordingly, OPM will make appropriate revisions to regulations and guidance on the VRA Program and the term and temporary employment authorities for VRA eligibles as described in FPM Chapter 307 and 316, subchapters 3-4c(3) and 4-7g.

5. In the meantime, I urge you to review your record of participation in the VRA Program. I encourage you to improve your VRA hiring rates, where possible, within your budgetary and ceiling restraints and in view of reduction-in-force

---

Inquiries: Office of Affirmative Employment Programs, Veterans Employment Programs, (202) 254-3058

Code: 307-Veterans Readjustment Appointments

Distribution: FPM

Bulletin Expires: July 20, 1982

situations that may occur as a result of President Reagan's trimming of the Government work force. The VRA Program adds an option, not a cost to the employment process. It deserves our full support since this Administration strongly believes veterans should continue to receive preference in employment for Federal positions.

Donald J. Devine
Director

Attachment

Attachment to FPM Bulletin 307-15

Veterans Readjustment Appointments Reported in
Fiscal Year 1980, October 1979 - September 1980

Executive Department	VRA Actual Hires
Agriculture	240
Commerce	167
Defense	
Air Force	3086
Army	4623
Defense Logistics Agency	699
Navy	3351
Other Defense Offices	49
Education	6
Energy	34
Health and Human Services	251
Housing and Urban Development	17
Interior	172
Justice	525
Labor	13
Transportation	205
Treasury	307
Independent Agency	
Alaska Natural Gas Company	1
Community Services Administration	1
Consumer Product Safety Commission	2
Environmental Protection Agency	4
Equal Employment Opportunity Commission	3
Federal Communications Commission	6
Federal Deposit Insurance Corporation	1
Federal Trade Commission	1
General Services Administration	483
International Boundary and Water Commission	8
National Aeronautics and Space Administration	164
National Capital Planning Commission	1
National Foundation on Arts and Humanities	1
Office of Personnel Management	25
Securities and Exchange Commission	1
Small Business Administration	9
Smithsonian Institution	21
U.S. Government Printing Office	27
U.S. International Trade Commission	1
Veterans Administration	7147
Total	* 21,672

*Source: Central Personnel Data File

APPENDIX 4

Office of Personnel Management

FPM Bulletin 307-16

Federal Personnel Manual System

FPM Bulletin

Bulletin No 307-16

Washington, D. C. 20415
September 25, 1981

SUBJECT: Status of the Veterans Readjustment Appointment (VRA) Program Extension

Heads of Departments and Independent Establishments

1. The current statutory authority for the VRA program expires September 30, 1981 unless an extension to it is enacted into law by September 30, 1981. It is fully expected that legislation to extend the successful VRA program until September 30, 1984 will be enacted into law soon, but probably not by September 30, 1981.

2. You are, therefore, advised that until this extension becomes law, no appointments can be legally made under the current VRA statutory authority, as described in FPM Chapter 307, after September 30, 1981. Also, appointments under the term and temporary employment authorities for VRA eligibles as described in FPM Chapter 316, Subchapter 3-4(c)(3) and 4-7g are not permitted after September 30, 1981. Veterans readjustment appointments may be made after September 30, 1981 only under the provisions of Executive Order 11521 (attachment), which is still in effect and will remain so until it is specifically revoked by the President.

3. Agencies are urged to communicate the contents of this bulletin to all appropriate personnel offices under your jurisdiction. The Office will immediately notify agencies when the VRA extension becomes law.

Donald J. Devine
Director

Attachment

Inquiries: Workforce Effectiveness and Development Group, Office of Affirmative Employment Programs, Veterans Employment Programs, (202) 254-3058

Code: 307, Veterans Readjustment Appointments

Distribution: Limited

Bulletin Expires: January 30, 1982

GPO FORM 614 1/79

Executive Order 11521

AUTHORIZING VETERANS READJUSTMENT APPOINTMENTS FOR VETERANS OF THE VIETNAM ERA

WHEREAS this Nation has an obligation to assist veterans of the armed forces in readjusting to civilian life;

WHEREAS the Federal Government, as an employer, should reflect its recognition of this obligation in its personnel policies and practices;

WHEREAS veterans, by virtue of their military service, have lost opportunities to pursue education and training oriented toward civilian careers;

WHEREAS the Federal Government is continuously concerned with building an effective workforce, and veterans constitute a major recruiting source; and

WHEREAS the development of skills is most effectively achieved through a program combining employment with education or training:

NOW, THEREFORE, by virtue of the authority vested in me by the Constitution of the United States, by sections 3301 and 3302 of title 5, United States Code, and as President of the United States, it is ordered as follows:

SECTION 1. (a) Subject to paragraph (b) of this section, the head of an agency may make an excepted appointment, to be known as a "veterans readjustment appointment", to any position in the competitive service up to and including GS–5 or the equivalent thereof, of a veteran or disabled veteran as defined in section 2108(1), (2), of title 5, United States Code, who:

(1) served on active duty in the armed forces of the United States during the Vietnam era;

(2) at the time of his appointment has completed not more than fourteen years of education; and

(3) is found qualified to perform the duties of the position.

(b) Employment under paragraph (a) of this section is authorized only under a training or educational program developed by an agency in accordance with guidelines established by the Civil Service Commission.

(c) An employee given a veterans readjustment appointment under paragraph (a) of this section shall serve subject to:

(1) the satisfactory performance of assigned duties; and

(2) participation in the training or educational program under which he is appointed.

(d) An employee who does not satisfactorily meet the conditions set forth in paragraph (c) of this section shall be removed in accordance with appropriate procedures.

(e) An employee serving under a veterans readjustment appointment may be promoted, reassigned, or transferred.

(f) An employee who completes the training or educational program and who has satisfactorily completed two years of substantially continuous service under a veterans readjustment appointment shall be converted to career-conditional or career employment. An employee converted under this paragraph shall automatically acquire a competitive status.

(g) In selecting an applicant for appointment under this section, an agency shall not discriminate because of race, color, religion, sex, national origin, or political affiliation.

SEC. 2. (a) A person eligible for appointment under section 1 of this order may be appointed only within one year after his separation from the armed forces, or one year following his release from hospitalization or treatment immediately following his separation from the armed forces, or one year after involuntary separation without cause from (i) a veterans readjustment appointment or (ii) a transitional appointment, or one year after the effective date of this order if he is serving under a transitional appointment.

(b) The Civil Service Commission may determine the circumstances under which service under a transitional appointment may be deemed service under a veterans readjustment appointment for the purpose of paragraph (f) of section 1 of this order.

SEC. 3. Any law, Executive order, or regulation which would disqualify an applicant for appointment in the competitive service shall also disqualify a person otherwise eligible for appointment under section 1 of this order.

SEC. 4. For the purpose of this order:

(a) "agency" means a military department as defined in section 102 of title 5, United States Code, an executive agency (other than the General Accounting Office) as defined in section 105 of title 5, United States Code, and those portions of the legislative and judicial branches of the Federal Government and of the government of the District of Columbia having positions in the competitive service; and

(b) "Vietnam era" means the period beginning August 5, 1964, and ending on such date thereafter as may be determined by Presidential proclamation or concurrent resolution of the Congress.

SEC. 5. The Civil Service Commission shall prescribe such regulations as may be necessary to carry out the provisions of this order.

SEC. 6. Executive Order No. 11397 of February 9, 1968, is revoked. Such revocation shall not affect the right of an employee to be converted to career-conditional or career employment if he meets the requirements of section 1(d) of Executive Order No. 11397 after the effective date of this order.

SEC. 7. This order is effective 14 days after its date.

Richard Nixon

THE WHITE HOUSE,
March 26, 1970.

APPENDIX 5

Office of Personnel Management

FPM Bulletin 307-17

Federal Personnel Manual System

FPM Bulletin

Bulletin No. 307-17

Washington, D. C. 20415
December 22, 1981

SUBJECT: Extension of the Veterans Readjustment Appointment (VRA) Authority

Heads of Departments and Independent Establishments

1. The President signed Public Law 97-72 ("Veterans' Health Care, Training, and Small Business Loan Act of 1981") on November 3, 1981. This law, which is effective October 1, 1981, extends the statutory authority for the VRA Program through September 30, 1984. This law amends section 2014(b)(2) of title 38, United States Code.

2. The VRA statutory authority cited in Public Law 95-520 expired on September 30, 1981. Public Law 97-72 requires that the VRA statutory authority be extended from October 1, 1981 through September 30, 1984.

3. Agencies may process personnel actions converting those veterans readjustment appointees hired under Executive Order 11521 ("Authorizing Veterans Readjustment Appointments of Veterans of the Vietnam Era") between October 1, 1981 and the present. Such conversions, using PAC/NOA 576 "Conv to Veterans Readj Appt," must use the citation "Reg 307.103" as the authority for the conversion action. Veterans readjustment appointees can then be assured of receiving their full benefits under the law.

4. We are taking action to amend our VRA regulations in Part 307 of title 5 of the Code of Federal Regulations and FPM Chapter 307, Veterans Readjustment Appointments, to reflect this latest VRA extension. In addition, we are amending our regulations for VRA eligibles in section 316.302 and section 316.402 of Part 316 of title 5 of the Code of Federal Regulations and FPM Chapter 316, Temporary Employment, subchapters 3-4(c)(3) and 4-7g to reflect this VRA extension. Pending receipt of these changes, agencies are encouraged to make veterans readjustment appointments and to make temporary and term employment for VRA eligibles citing this bulletin as the authority for personnel actions. NOTE: After January 1, 1982, agencies are to use FPM Supplement 296-33, "The Guide to Processing Personnel Actions," for processing these actions.

5. Agencies are reminded that written tests may be waived for veterans readjustment appointees. This waiver is explained in FPM Letter 307-14, "Use of Written Tests in Minimum Qualification Determinations of Veterans Readjustment Appointment (VRA) Candidates," dated February 14, 1980.

Inquiries: Workforce Effectiveness and Development Group, Office of Affirmative Employment Programs, Veterans Employment Programs, (202) 254-3058

Code: 307, Veterans Readjustment Appointments

Distribution: FPM

Bulletin Expires: January 20, 1983

6. Section 2014(a) of title 38, United States Code, states that, "It is the policy of the United States and the purpose of this section to promote the maximum of employment and job advancement opportunities within the Federal Government for qualified disabled veterans and veterans of the Vietnam era." In my memorandum to you on August 27, 1981, I emphasized that our evaluation program would include special program coverage to assure that agencies are fully utilizing special veteran's appointment authorities in FY 1982. Within available budgetary and ceiling allocations, agencies are strongly encouraged to hire veterans eligible for the VRA Program.

Donald J. Devine
Director

Rules and Regulations

Federal Register
Vol. 47, No. 123
Friday, June 25, 1982

This section of the FEDERAL REGISTER contains regulatory documents having general applicability and legal effect, most of which are keyed to and codified in the Code of Federal Regulations, which is published under 50 titles pursuant to 44 U.S.C. 1510.
The Code of Federal Regulations is sold by the Superintendent of Documents. Prices of new books are listed in the first FEDERAL REGISTER issue of each month.

OFFICE OF PERSONNEL MANAGEMENT

5 CFR Parts 307 and 316

Veterans Readjustment Appointments; Temporary and Term Employment

AGENCY: Office of Personnel Management.

ACTION: Final rule.

SUMMARY: This final rule reflects the statutory change in the expiration date for the use of the Veterans Readjustment Appointment (VRA) Authority. The VRA statutory authority, cited in Pub. L. 95–520, expired on September 30, 1981. On November 3, 1981, the President signed Pub. L. 97–72, "Veterans' Health Care, Training, and Small Business Loan Act of 1981." This law extends the expiration date of the VRA authority until September 30, 1984. Consequently, a corresponding change in 5 CFR Parts 307 and 316 must be made.

EFFECTIVE DATE: July 26, 1982.

FOR FURTHER INFORMATION CONTACT: Marvin Kossmann or Don Smith, Office of Affirmative Employment Programs, Veterans Employment Programs Division, (202) 254–3058.

SUPPLEMENTARY INFORMATION: On September 30, 1981, Pub. L. 95–520, which was the statutory base for the VRA Program, expired. On November 3, 1981, the President signed Pub. L. 97–72 which, among other things, extended the VRA Program through September 30, 1984. OPM is required by law to issue and/or amend regulations governing the VRA Program.

Need for Final Rule

Pursuant to sections 553(b)(3)(B) and 553(d)(3) of title 5 of the United States Code, the Director finds that good cause exists for waiving the general notice of proposed rulemaking and making this effective 30 days after publication. The regulation is being made effective immediately to ensure maximum consistency with Pub. L. 97–72, "Veterans' Health Care, Training, and Small Business Loan Act of 1981," which provided that the Veterans Readjustment Appointment Program be extended from October 1, 1981, through September 30, 1984.

OPM has determined that this not a major rule as defined under section 1(b) of E.O. 12291, Federal Regulation.

I certify that, within the scope of the Regulatory Flexibility Act, these regulations will not have a significant economic impact on a substantial number of small entities because they apply only to Federal Government employment practices.

List of Subjects in 5 CFR Part 307

Government employees, Personnel Management Office, Reporting requirements, Veterans.

List of Subjects in 5 CFR Part 316

Government employees, Personnel Management Office, Veterans.

Office of Personnel Management.
Donald J. Devine,
Director.

PART 307—VETERANS READJUSTMENT APPOINTMENTS

Accordingly, OPM is amending Title 5 of the Code of Federal Regulations as follows:

1. In § 307.102, paragraph (b) is revised to read as follows:

§ 307.102 Basic eligibility.

* * * * *

(b) A Vietnam era veteran may be given a veterans readjustment appointment at any time following separation from the service, except that no veterans readjustment appointment may be made under current statutory authority after September 30, 1984.

2. In § 316.302, paragraph (c)(2)(iii) is revised to read as follows:

§ 316.302 Selection of term employees.

* * * * *

(c) * * *
(2) * * *

(iii) Is qualified to perform the duties of the position. An appointment under this paragraph may be made only to a position at GS–7 or below, or equivalent in another pay system, without time limitation after separation from the military service, but not after September 30, 1984. A veteran who is an applicant for a position at GS–3, or equivalent, and below under this paragraph is deemed qualified to perform the duties of the position on the basis of the veteran's civilian and military service;

* * * * *

3. In § 316.402, paragraph (b)(4)(iii) is revised to read as follows:

§ 316.402 Authorities for temporary appointments.

* * * * *

(b) * * *
(4) * * *

(iii) Is qualified to perform the duties of the position. An appointment under this paragraph may be made only to a position at GS–7 or below, or equivalent in another pay system, without time limitation after separation from the military service, but not after September 30, 1984. A veteran who is an applicant for a position at GS–3, or equivalent, and below under this paragraph is deemed qualified to perform the duties of the position on the basis of the veteran's civilian and military service; or

* * * * *

Chapter 307

Veterans Readjustment Appointments

Contents

Subchapter 1. General Provisions

1-1. Objective
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1-4. Appointment Authority
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APPENDIX A. Model Veterans Readjustment Appointment Plan

For related information on—	*See—*
Text of Executive order and regulations	Supplement 990-1
Processing appointments	Supplement 296-33
Conversion	Chapter 315
Term and temporary limited employment for VRA eligibles	Chapter 316

Office of Personnel Management

Federal Personnel Manual

Basic Inst. 288

Basic Installment 288

Washington, D.C. 20415
August 4, 1982

Table of Changes

FPM Letter 307–14 and FPM Bulletin 307–17 are superseded.

Remove		*Insert*	*Explanation of Changes*
Page	*Identification*	*Page*	
307–1	Inst. 257	307–1	Revises entire FPM Chapter 307.
307–3 307–4		307–3 307–4	Deletes reference toward P.L. 95–520 because VRA eligibility criteria have not changed. Extends the VRA Program three years in accordance with P.L. 97–72. Clarifies that waivers of written tests for veterans readjustment appointees are permissible in agencies.
307–5 307–6		307–5 307–6	Revises and improves appropriate training guidance under the VRA Program.
307–7	Inst. 258	307–7	Clarifies references for adverse actions and unacceptable performance under the VRA Program. Clarifies service credit and eligibility requirements for VRA's who have been involuntarily separated without cause. Clarifies the appropriate tenure grouping and restoration benefit for VRA's. Distinguishes temporary employment for VRA eligibles from the VRA statutory authority.
307–A–1	Inst. 257	307–A–1	Lists appendix A.
316–7 316–8	Inst. 262	316–7 316–8	Extends term and temporary appointments for VRA eligibles through September 30, 1984.
316–11 316–12	Inst. 284	316–11 316–12	

Distribution: Basic FPM

Subchapter 1. General Provisions

1–1. OBJECTIVE

A veterans readjustment appointment is a noncompetitive appointment which leads to competitive status and career or career-conditional tenure upon satisfactory completion of service and education or training. This appointment reflects the continuing interest of both the executive and legislative branches in enhancing employment opportunities for Vietnam era veterans. Earlier efforts to meet the needs of the more recently discharged and low skilled veterans through the Transitional Appointment and Veterans Readjustment Appointment (VRA) Programs were beneficial, but limited. The VRA eligibility criteria are intended to meet the unique needs of Vietnam era veterans in the current labor market and modify the concept that the VRA applies only to recently discharged veterans or those without marketable skills. Unlike the earlier criteria which limited the period of eligibility, or the program emphasis which may have served to exclude some who had marketable skills, the emphasis is now on all eligible Vietnam era veterans, regardless of skill level.

1–2. DEFINITIONS

In this chapter:

(1) A *veterans readjustment appointment* is an excepted appointment made after April 8, 1970, to a position otherwise in the competitive service of a veteran who served during the Vietnam era, under the conditions of this chapter.

(2) *Veteran* means *veteran of the Vietnam era* as defined in section 2011(2)(A) of title 38, United States Code and is *either* (a) a person who serves on active duty for a period of more than 180 days *any part* of which occurred during the Vietnam era, and was discharged or released therefrom with *other than a dishonorable discharge, or* (b) a person who was discharged or released from active duty for a service-connected disability if *any part* of such active duty was performed during the Vietnam era.

(3) *Vietnam era* is the period beginning August 5, 1964 and ending May 7, 1975.

(4) *Active duty* means full-time duty in the Armed Forces, other than active duty for training.

1–3. BASIC ELIGIBILITY

Basic eligibility requirements for a veterans readjustment appointment are:

(1) the veteran must be a "veteran of the Vietnam era." NOTE: The character of acceptable discharges, *for purposes of veterans readjustment appointment eligibility only,* is changed from "under honorable conditions" to "other than dishonorable conditions";

(2) the veteran is a United States citizen;

(3) nondisabled veterans must have completed no more than 14 years of education (that is, no more than two calendar years of education beyond high school, or the equivalent). However, the 14-year educational restriction is waived for compensably disabled veterans and veterans discharged because of service-connected disabilities. NOTE: Where the record shows no more than two calendar years beyond high school, the nondisabled veteran is eligible regardless of the academic credits obtained in that period. Where the record shows intermittent attendance, the nondisabled veteran's eligibility may be determined by calculating his/her number of semester or quarter hours based on an academic year of education. For this purpose, an academic year of education ordinarily will be considered as comprising 30 semester hours, or 45 quarter hours. However, when it is established that the school last attended by the nondisabled requires more than 120 semester hours for a degree, the number of credit hours required by the school will be used to determine when the nondisabled veteran has completed more than two years of college work;

(4) the veteran has agreed in writing to pursue a training or educational program during employment; and

(5) the eligibility for a veterans readjustment appointment now extends from military separation through September 30, 1984 in accordance with Public Law 97–72. After September 30, 1984, veterans readjustment appointments may be made under the provisions of Executive Order 11521, unless rescinded.

1-4. APPOINTMENT AUTHORITY

a. Agencies are authorized to appoint, by veterans readjustment appointment, qualified Vietnam era veterans, who meet eligibility criteria in section 1-3, to full-time, part-time or intermittent positions at the following levels:

—GS-7 or below;
—WG-7 or below; or
—Equivalent, which means positions in other wage or pay systems where the level of pay is less than the first step of WG-8 if a grade comparison, i.e. 1 through 7, is not possible.

b. These appointments are subject to the following conditions:

(1) agencies may make appointments at GS-1, GS-2, WG-1 and WG-2 or equivalent if employees are encouraged to compete for further promotion under the merit promotion program;

(2) an agency may appoint any eligible Vietnam era veteran whom it considers capable of performing the duties of the position at GS-3, WG-3, or below, or equivalent. A veteran who is an applicant for a position at GS-3, WG-3, or below, or equivalent is considered qualified to perform the duties of the position on the basis of the veteran's civilian and military service.

At GS-4 and at higher grade levels, written tests required by any qualification standard applied by the agency in minimum qualification determinations of VRA candidates may be *waived*. Minimum qualification determinations of VRA candidates may be made through the use of single agency qualification standards, open-competitive examination standards, or qualification standards described in OPM Handbooks X-118 and X-118C. The particular standard used is at the discretion of the agency. However, references to any written tests stated in the qualification standard need not be considered.

VRA candidates need only possess the required experience, education, and training stated in the qualification standard applied. Possession of knowledges, skills, abilities, and other personal attributes measured by a written test can be determined by assessing the demonstrated performance of the selected VRA candidate during the two years of excepted service and at the time of conversion to the competitive service. If a written test is given to a VRA candidate, it may be administered noncompetitively by a designated agency examiner;

(3) the veteran must agree to participate in a program of education and training; and

(4) appointments are subject to investigation by OPM. A law, Executive order, or regulation which disqualifies a person for appointment in the competitive service also disqualifies a person for a veterans readjustment appointment.

1-5. EDUCATION AND TRAINING REQUIREMENTS

a. **Objective.** Before making a veterans readjustment appointment, an agency must assure itself that the veteran will undertake a suitable program of education or training while he/she is serving under the appointment.

(1) The education or training required of veterans serving under veterans readjustment appointments should be directed toward attainment of objectives which are meaningful to the veteran and consistent with the needs of the agency. These objectives toward which the veteran is directed should always be consistent with and reflect:

—career aspiration; and
—an ability to achieve realistic objectives which will contribute to personal development or help lead him/her to a successful career in the public or private sector.

(2) Each developmental program should be prepared jointly by the veteran and the employing agency and, if possible, with the active participation of the veteran's supervisor and responsible training and personnel officials.

(3) The requirements of the program are flexible in scope and length, to permit programs tailored to the needs of the veteran and the needs of the agency. No longer does the one year minimum time period for developmental programs exist.

Developmental activities may include:
—planned on-the-job training;
—rotational job assignments;
—off-job classroom training;
—community, volunteer projects;
—remedial education;
—vocational education;
—scientific or technical education;
—high school or high school equivalency and/or
—college education.

(4) Examples of developmental programs:

(a) A veteran is appointed as a part-time electrician's helper, WG-5, under the veterans readjustment program. The employee believes that a journeyman electrician with a local electrical company is his/her career

goal. A combination of on-the-job training and vocational education in the electrical field may serve to meet the developmental requirement.

(b) An ambitious veteran with two years of college is appointed as a nurse, GS–4, under the veterans readjustment program. The employee has career aspirations to be a public health nurse. The agency arranges a flexitime work schedule for the employee so that he/she can do volunteer work for the Red Cross and enroll in a program of nursing at a nearby college. A combination of on-the-job training, volunteer work, and college education may serve as the developmental plan.

(c) A disabled Vietnam era veteran college graduate is appointed as a GS–7 accountant under the veterans readjustment program. The type and scope of this employee's training or education activity may be limited since this veteran may have generally acquired the skills needed for success in a well defined career choice. In this case, a developmental program consisting of rotational job assignments and some formal classroom instruction in accounting problems may satisfy the developmental requirement.

(d) A high school graduate is appointed as a GS–3 mail clerk under the veterans readjustment program. The veteran has career aspirations to be a paraprofessional in the legal field. A developmental program consisting largely of college courses may be appropriate for this employee.

(5) Veterans should be encouraged and assisted to develop programs to meet their personal objectives. However, objectives not attainable within the two years of service allowed under a veterans readjustment appointment should not be included in the written training agreement.

(6) The promotion, reassignment, or transfer of an employee serving under a veterans readjustment appointment does not relieve the employee or the agency of their obligations with respect to satisfactory participation and completion of the developmental plan. If necessary, the plan may be changed to meet the employee's needs in the new position and the employee is required—as a condition for conversion to career or career-conditional employment—to complete the modified training or educational plan. The modified plan, however, must be one that can be completed prior to the scheduled conversion date.

b. Agency support for veterans' developmental activities. (1) Educational activities paid for by the agency must meet the requirements of chapter 41 of title 5, United States Code. Agencies are encouraged to waive the one-year continuous civilian service requirement (FPM basic chapter 410, 5–5b) for training through non-Governmental facilities. The veteran may use GI bill benefits for training or education undertaken in connection with his/her program but is not required to do so. Agencies should be alert to possible dual compensation infractions, i.e., a veteran claiming GI bill benefits and having this training provided or paid by the employing agency. See basic FPM chapter 410, 6–3f.

(2) Counseling is an essential element of each veteran's developmental program. Counseling is meant to assist the veteran not only in achieving immediate goals, but in coping with problems of adjustment, fulfilling work related interests, and attaining career aspirations. Whenever a veteran has trouble meeting the requirements of his/her program, every effort should be made to resolve the veteran's problems. In some cases, a revision of the program, including the objectives, may be needed.

(3) The Veterans Administration is a major source from which the veteran can get vocational and educational counseling. This counseling may include:

—personal problems;
—career choice and preparation;
—school or job-training; and
—job selection and search.

A VA counselor can assist the veteran in learning about career opportunities and requirements, training possibilities, sources of financial aid, and how to follow through on future plans. Vietnam era veterans eligible for educational benefits under the GI bill may obtain counseling from the VA at no charge. Agencies will ensure that each veterans readjustment appointee is given the address and telephone number of the nearest VA facility where he/she may take advantage of these counseling services. Agencies may use the telephone number listed in their local telephone directory under United States Government, Veterans Administration, or the WATS information 800–555–1212, to locate the nearest VA facility that can provide this counseling to the veteran.

c. Satisfactory participation in the program. (1) Agencies are encouraged to schedule progress reviews, including discussions between the veteran and his/her supervisor concerning work performance and on-the-job training activities.

(2) When the plan includes an educational component or attendance at training courses, the veteran should arrange for appropriate periodic evidence of satisfactory participation.

(3) If the appointee's participation is unsatisfactory,

additional counseling, including that available from the VA, may be appropriate prior to termination. In considering termination, the agency should give attention to circumstances beyond employee's control, such as illness, heavy overtime work, or academic failure, unless that failure is clearly due to a lack of effort.

d. **Documentation.** The agency must prepare the training or education plan in writing. As a minimum, the written plan should specify:

—the activities the veteran will undertake to fulfill his/her educational or training objectives;

—the name, address, and telephone number of an agency official who can provide job-related counseling to the veteran;

—the address and telephone number of the nearest VA facility where the veteran can obtain educational and vocational counseling services; and

—a veteran's conversion to career or career-conditional employment is subject to satisfactory participation and completion of education or training plan and service.

This plan should be retained in the employee's Official Personnel Folder; copies should be given to the employee and his/her supervisor. Appendix A is a model development plan that may be reproduced for agency use.

3-6. NONCOMPETITIVE MOVEMENTS

a. A person serving under a veterans readjustment appointment may move noncompetitively to other positions for which qualified even though he/she has not yet completed the training or education program. Noncompetitive movements may include, but are not limited to reassignments, promotions, demotions, or transfers.

b. A veterans readjustment appointee must have the same opportunities for promotion as other employees and be subject to the same rules and regulations affecting other employees under the agency's merit promotion program. Employees holding veterans readjustment appointments may be promoted above GS–7 or equivalent levels.

c. Basically, the same qualifications determinations apply in noncompetitive actions as in original appointments. Agencies may use the *add-on* rule (see basic FPM chapter 337, 3–1b) when considering veterans readjustment appointees for promotion. However, promotions to GS–2/3, WG–2/3 or equivalent may be made without additional qualifications determinations because of the veteran's original eligibility for the higher grade.

3-7. CONDITIONS OF EMPLOYMENT

a. Veterans readjustment appointments are for a period of two years.

b. A veteran holding a veterans readjustment appointment serves subject to satisfactory performance of assigned duties and satisfactory participation in the training or educational program under which he/she was appointed. An employee who does not meet these conditions must be removed from his/her position. An agency may want to consider a voluntary demotion as an alternative to removal in this situation.

c. The procedures in Part 432 of 5 CFR (Reduction in Grade and Removal Based on Unacceptable Performance) and in Part 752 of 5 CFR (Adverse Actions) are applicable to veterans readjustment appointees who have completed one year or more of current continuous employment in the same or similar positions. For additional information on these procedures, see FPM Chapter 752.

d. Service under a VRA from which an appointee is separated involuntarily without cause shall be credited toward the two year service requirement for conversion under a subsequent VRA made within one year of separation. Such service is also creditable toward the three year service requirement for acquisition of a career tenure.

e. Service under a VRA from which an appointee is separated for unsatisfactory performance shall not be credited toward the two year service requirement for conversion under a subsequent VRA. In addition, this service may not be credited toward the three year service requirement for acquisition of career tenure.

f. If a VRA is involuntarily separated without cause, he/she may be reemployed as a VRA without loss of VRA eligibility provided that the reemployment is within one year of the involuntary separation. Under these circumstances nondisabled veterans remain eligible regardless of academic credits obtained in that period.

g. Veterans readjustment appointments lead to career or career-conditional appointments. Accordingly, employees who are otherwise eligible are entitled to within-grade increases and fringe benefits associated with nontemporary employment.

h. Veterans readjustment appointees, who are in the excepted service, are in tenure group II for reduction-in-force purposes. In those situations where personnel actions must be based on retention registers, persons in excepted service may compete for job retention only with others in the excepted service. A veterans read-

justment appointee, who is in tenure group II, has more job protection than an employee in tenure group III, but less job protection than an employee in tenure group I in reduction-in-force situations. For additional information on reductions in force, see FPM Chapter 351.

i. A veterans readjustment appointee may be entitled to restoration if he/she meets the requirements of 5 CFR 353 (Restoration to Duty). Consult FPM Chapter 353.

1–8. CONVERSIONS

a. A veterans readjustment appointment shall be converted to a career or career-conditional appointment within 30 days after the employee has completed two years of substantially continuous service under a veterans readjustment appointment, provided that his/her performance has been satisfactory. Satisfactory performance includes completion of the required portion of the training or educational program. Agencies should consult FPM Chapter 315, 7–7 to compute creditable service.

b. Temporary and term employment for VRA eligibles under Part 316 of 5 CFR does not count toward the two year service requirement included under the VRA authority.

1–9. REPORTING REQUIREMENT

a. In accordance with section 2014(d) of title 38, United States Code, OPM is responsible for reviewing, evaluating and reporting to Congress on the use and extent of agency appointments of disabled and Vietnam era veterans. The reporting requirement includes:

—number of agency veterans readjustment appointments and grade levels at which these appointments are made;

—number of persons at agencies receiving veterans readjustment appointments whose appointments were converted to career-conditional appointment or whose employment has terminated, together with a complete listing of categories of causes of appointment terminations and the number of persons whose employment has terminated;

—number of voluntary and involuntary VRA terminations in agencies; and

—description of education and training programs for veterans readjustment appointees in agencies.

b. Agencies are responsible for the following:

—promoting maximum employment, placement, and job advancement opportunities for qualified disabled and Vietnam era veterans;

—submitting accurate and timely personnel transaction data to the Central Personnel Data File (CPDF);

—ensuring the information described in 1–9a above is maintained in operating personnel offices for internal monitoring and evaluation purposes and is to be made available for OPM review, upon request; and

—providing other employment related reports as needed by OPM to fulfill statutory and other requirements.

31-243 0 - 84 - 3

APPENDIX A

MODEL VETERANS READJUSTMENT APPOINTMENT PLAN

1. Name of employee	2. Position title	3. Grade

4. Agency

5. Description of education/training plan	Target date(s) for completion

6. Agency representative who can provide job-related counseling.	Name	Telephone number
	Address	
7. Educational and vocational counseling services are available to veterans readjustment appointees from the VA. The nearest VA facility which can provide this counseling is shown at the right.	VA facility	Telephone number

NOTE: Conversion to career or career-conditional appointment is subject to satisfactory completion of this education/training plan (including any mutually agreed to changes made to this plan) and satisfactory completion of required service.

Agency representative	Signature	Date
Employee	Signature	Date

Office of Personnel Management
FPM Chapter 307

OPM Form 1398
June 1979

THIS FORM IS TO BE LOCALLY REPRODUCED

Subchapter 3. Term Employment

3-1. PURPOSE AND DURATION

a. **Purpose of term employment.** Term employment may be used by agencies to fill positions that will last longer than one year but are clearly of a project nature and will terminate upon completion of the project. Work is considered to be of a project nature when it meets all of the following conditions: 1) it cannot be accomplished by the regular work force; 2) it is to be completed within a specified time frame that is appropriate for term appointment; 3) it is not part of the normal workflow of the organization; and 4) it is generated by a circumstance or situation which is not continuing. Project work may, however, involve duties and responsibilities similar to those performed by regular employees. This kind of employment may be attractive to persons who are not interested in a career in the Federal service but who can make a substantial contribution on a given project. Term appointment may be appropriately used, for example, on scientific or technological projects when the source of needed employees is colleges and universities or other organizations willing to lend their manpower to the Federal Government for short periods.

b. **Duration.** Term employment is used for periods in excess of one year but may not exceed four years.

3-2. AUTHORITY

a. **General.** Agencies have the authority to determine when term appointments are appropriate. Guidance concerning authorization of term appointments is contained in appendix A of this chapter.

b. **Restriction on use above grade GS-15.** A term appointment may not be made to a position at GS-16, 17, or 18 under the Executive Assignment System. If such a position is expected to be of limited duration because of the project nature of the work, it should be filled by a Limited Executive Assignment (see section 5-5 of chapter 305).

3-3. TENURE OF TERM EMPLOYEES

(1) Term employees are in group III for reduction-in-force purposes.

(2) Term employees have the protection in adverse actions of chapter 752, except (a) while serving a trial period and (b) upon expiration of their term appointments.

(d) Term appointment does not confer a competitive status.

(4) Term employees must serve a 1-year trial period. During this period they are entitled to the same limited protection accorded probationers, as described in subchapter 8 of chapter 315.

3-4. SELECTIONS FOR TERM EMPLOYMENT

a. **Selections from registers.** Selections for term employment generally are made from registers under section 316.302(a) of OPM's regulations. The provisions of chapter 332 apply to selections from registers.

b. **Selections outside registers.** In the absence of sufficient eligibles on an appropriate register the certifying office will authorize the agency to make term appointments outside the register under section 316.302(b) of the regulations. Selections are made in the manner prescribed in chapter 333.

c. **Noncompetitive selection.** The agency may give a term appointment without regard to the existence of an appropriate register to:

(1) a person with eligibility for reinstatement;

(2) a person with eligibility for noncompetitive career or career-conditional appointment under the following sections of chapter 315:

—6-3 (former Canal Zone Merit System employees).

—6-7 (former Peace Corps, VISTA, and certain other ACTION volunteers),

—6-8 (certain Foreign Service officers and employees),

—6-9 (Postal Career Service employees), and

—6-10 (Postal Rate Commission employees).

(3) A veteran, as defined in section 2011(2)(A) of title 38, United States Code, (see chapter 307, subchapter 1-2(2)) who:

—Served on active duty in the armed forces of the United States any part of which occurred dur-

ing the Vietnam era beginning August 5, 1964 and ending May 7, 1975;

—Completed no more than 14 years of education, unless compensably disabled or discharged because of service-connected disabilities, in which case the 15-year educational requirement does not apply; and

—Is qualified to perform the duties of the position.

An appointment under this subparagraph may be made only to a position at GS–7 or below, or equivalent in another pay system, and now extends from military separation ◊ through September 30, 1984. ◊ A veteran who is an applicant for a position at GS–3 or equivalent, and below under this subparagraph is deemed qualified to perform the duties of the position on the basis of the veteran's civilian and military service. It should be noted that an appointment under this delegation is not a veterans readjustment appointment and will not give the privilege of conversion to career-conditional appointment at a later date.

(4) A former term employee of the agency who left prior to expiration of his or her original appointment. Reappointment must be to a position covered by the original term authority and service under the new appointment may not exceed the expiration date of the original appointment.

(5) A disabled veteran who has been retired from active military service with a disability rating of 30 percent or more, or who has been rated by the Veterans Administration within the preceding year as having a compensable service-connected disability of 30 percent or more.

d. **Extensions.** Under the provisions of this subchapter, an agency may make a term appointment for any period up to 4 years. It may also extend a term appointment made for a period of less than 4 years so long as the total service under that appointment does not exceed 4 years. Such an extension may be made in accordance with agency policy and does not require approval or recertification by OPM.

e. **General provisions.** See subchapter 1 for the general provisions applicable to selections for term employment.

3–5. ELIGIBILITY FOR NONCOMPETITIVE ACTION

Agencies are delegated authority to promote, demote, or reassign employees serving under term appointment on a given project to other positions within the project which the agency is authorized to fill by term appointment. (See chapter 335.)

3–6. ELIGIBILITY FOR WITHIN-GRADE INCREASES

Term employees serving in positions subject to the General Schedule are eligible for within-grade increases in accordance with chapter 531.

point for temporary limited employment, without regard to registers of eligibles, persons with eligibility for reinstatement. Where appropriate, temporary limited appointments based on reinstatement eligibility may be converted to reinstatements without time limitation. Agencies may extend without OPM approval temporary appointments based on an employee's eligibility for reinstatement. Such extensions may not extend more than one year beyond the original year of the temporary appointment. Extensions are only to be made for those positions which are truly temporary. Extensions of temporary appointments beyond one year which are based either on selection from a civil service register or on noncompetitive authorities other than reinstatement eligibility still require the prior approval of the appropriate OPM office.

(2) Provisions for prior approval of temporary appointments based on reinstatement eligibility are prescribed in section 1-3.

(3) Provisions about inspection and maintenance of records are the same as those for reinstatement.

b. **Appointment of former Canal Zone employees.** A person who meets the basic eligibility requirements for noncompetitive appointment under section 6–3 of chapter 315 may be selected for a temporary limited appointment to any position in the competitive service for which qualified. The qualification standards and requirements are the same as for transfers between competitive positions.

c. **Reappointments of former temporary employees.** Authority is delegated to agencies to reappoint by temporary limited appointment, former temporary employees of the agency who were originally appointed from competitive registers. This authority is subject to the following restrictions:

—Reappointment must be to the same position as the one to which the employee was appointed from the register, or to a position having the same qualification requirements.

—A break in service of at least one month must have occurred prior to reappointment, and the total service in the year preceding appointment must not have exceeded 180 workdays.

—No more than 18 months may have elapsed since the employee's last separation.

d. **Appointment of former Peace Corps, Vista, and ACTION Community Volunteers.** A person who meets the basic eligibility requirements for noncompetitive appointment under section 6–7 of chapter 315 may be selected, without examination by OPM, for a temporary limited appointment to any position in the competitive service for which he or she is qualified.

e. **Appointment of certain present and former career Foreign Service employees.** A person who meets the basic eligibility requirements for noncompetitive appointment under section 6–8 of chapter 315 may be selected, without examination by OPM, for a temporary limited appointment to any position in the competitive service for which he or she is qualified.

f. **Appointment of Postal Career Service employees.** A person who meets the basic eligibility requirements for noncompetitive appointment under section 6–9 of chapter 315 may be selected, without examination by OPM, for a temporary limited appointment to any position in the competitive service for which he or she is qualified.

g. **Appointment of certain Vietnam era veterans.** A veteran as defined in section 2011(2)(A) of title 38, United States Code, (see chapter 307, subchapter 1–2(2)) may be selected, without examination by the office, for a temporary limited appointment to any position in the competitive service at GS–7 or below, and its equivalent, for which a temporary limited appointment is appropriate and for which the veteran is qualified if he/she:

—Served on active duty in the armed forces of the United States during the Vietnam era beginning August 5, 1964 and ending May 7, 1975;

—Completed not more than 14-years of education, unless compensably disabled or discharged because of service-connected disabilities, in which case the 14-year educational requirement does not apply; and

—Is qualified to perform the duties of the position.

An appointment under this subparagraph now extends from military separation ◆ through September 30, 1984. ◆ On the basis of his or her total experience, including military experience, any veteran eligible for appointment under this paragraph meets the qualification standards for positions at GS–3 and below, and equivalent levels, provided the agency considers him or her capable of performing the duties of the specific position. It should be noted that an appointment under this delegation is not a veterans readjustment appointment and will not give the privilege of conversion to a career-conditional appointment at a later date.

h. **Appointment of Postal Rate Commission employees.** A person who meets the basic eligibility requirements for noncompetitive appointment under section 6–10 of chapter 315 may be selected, without examination by the OPM, for a temporary limited appointment to any position in the competitive service for which he or she is qualified.

i. **Appointment of disabled veterans.** A veteran who has been rated by either a military department or the Veterans Administration as having a compensable service-connected disability of 30 percent or more may be selected, without competitive examination, for a temporary limited appointment to any position in the competitive service for which he or she is qualified. The veteran's disability may be documented by a notice of retirement or discharge from active military service with a disability rating of 30 percent or more, dated at any time, or by a notice of compensable disability rating of 30 percent or more from the Veterans Administration, dated within the preceding year.

4–5. TEMPORARY LIMITED APPOINTMENTS TO MEET SPECIAL NEEDS

a. **Appointments of college faculty members.**

(1) *General.* Agencies are delegated authority to make temporary limited appointments without examination to utilize the temporary services of bona fide members of the faculty of an accredited college or university in positions of a scientific, professional, analytical, employee development, or instructional nature. Appointments under this provision shall be for periods of up to one year in duration. This delegation of authority may not be used consecutively with the authority in Schedule A, section 213.3102(o).

(2) *Qualifications, procedures, and requirements.* The appointee's overall background must include strong, positive evidence that he or she has the skills, knowledge, and abilities required for successful performance of the duties of the position to which appointed. The appointment may be made without regard to any of the usual appointment procedures and requirements except that:

(a) If the appointee is receiving an annuity from the civil service retirement and disability fund, the conditions specified in subchapter 7 of chapter 300 must be observed.

APPENDIX 8

FPM Bulletin 171-618

OFFICE OF PERSONNEL MANAGEMENT

publications

Monthly Rider Information for March 1982

Handbook of Job Analysis for Reasonable Accommodation

(Personnel Management Series 720-B)

Affirmative Employment Programs Selective Placement Programs Office. This new Handbook is a companion publication to the "Handbook on Reasonable Accommodation." Personnel Management Series 720-A.

A very basic concept in affirmative employment and nondiscrimination for handicapped individuals is designed to provide technical assistance and guidance to supervisors, coordinators for selective placement, and personnelists on how to make logical adjustments to a job and/or the work environment that will enable a qualified handicapped person to perform the duties of a position. It contains examples of the types of accommodations which can be made, such as worksite modifications, adjusting work schedules, restructuring jobs, providing assistive devices, providing interpreters, readers, or personal assistants, reassigning or retraining employees, and other accommodations as deemed appropriate.

This 6x9" booklet will contain approximately 16 pages.

OPM has requested the Superintendent of Documents to stock this publication for sale, but riding the printing requisition is the most economical way to obtain bulk supplies.

Inquiries: *Selective Placement Programs Division (202) 632-5687.*

Pay Structure of the Federal Civil Service March 31, 1981

The publication **Pay Structure of the Federal Civil Service, March 31, 1981** (SM 33-81) contains a narrative summary and a series of statistical tables on the characteristics of full-time Federal civilian employees. Agency, major geographic area, pay system category, wage and salary data, and salary trend data are included.

This publication is the thirty-sixth in a series that began in June, 1945. It will consist of approximately 52 page, 8 x 10½". The text will be printed in black ink on standard paper, substance 40; the cover will be of substance 100.

OPM has requested the Superintendent of Documents, GPO, to stock this publication for sale, but riding the printing requisition is the most economical way to obtain bulk supplies.

The Office of Personnel Mangement **will neither stock nor distribute** this publication. Inquiries can be made to the Workforce Information Division, Analysis and Statistics Division, (202) 254-9879.

Code: 171, The OPM Issuance System
Distribution: Limited
Bulletin Expires: 10/20/82

Veterans Readjustment Appointments WEV-1

Veterans Readjustment Appointments explains, in nontechnical language, the main features of a popular employment program for eligible Vietnam era veterans. It provides a concise and easily readable description of the Veterans Readjustment Appointment (VRA) Program in a question and answer format. It gives interested Vietnam era veterans basic information on how the VRA Program works. The pamplet is used in recruiting, training, employment and for general information.

This February 1982 edition revises the previous edition (March 1979). It includes an important provision of Public Law 97-72 ("Veterans' Health Care, Training, and Small Business Loan Act of 1981," signed by the President on November 3, 1981), which extended the statutory authority for the VRA Program through September 30, 1984. It also includes two new questions and answers on how "tenure" and "reinstatement" affect veterans readjustment appointees. Otherwise, the changes are slight. Copies of the March 1979 edition may be used until updated copies are available.

This pamphlet is one sheet, accordion fold, eight panels, finished size 3½ x 8". Text is printed in blue ink on white standard stock.

The Office of Personnel Management does not stock copies of **Veterans Readjustment Appointments** for distribution in Washington or in the field. Agencies are urged to obtain a sufficient supply of **Veterans Readjustment Appointments** that will last until October 1984.

Veterans Readjustment Appointments is also stocked for sale by the Superintendent of Documents, GPO, but riding the printing requisition is the most economical way to obtain bulk supplies of this pamphlet.

Inquiries: *Marvin J. Kossmann, Chief, Veterans Employment Program Office, Office of Affirmative Employment Programs, Workforce Effectiveness and Development Group (202) 254-3058.*

Veterans Preference in Federal Employment WEV-2

Veterans Preference in Federal Employment explains in detail the main features of veterans preference in Federal Service. The pamphlet outlines the rights and benefits for those eligible veterans who seek Federal employment or who are working for the Government. It is used in recruiting, training, employment and for general information.

This February 1982 edition revises the previous edition (April 1979). It includes a brief description of the Veterans Readjustment Appointment (VRA) Program, which was recently extended through September 30, 1984. Otherwise, changes are slight and copies of the April 1979 edition may be used until updated copies are available.

This document is one sheet, accordion fold, 16 panels, finished size 4x9". Text is printed in green ink on white standard stock.

The Office of Personnel Management does not stock copies of **Veterans Preference in Federal Employment** for distribution in Washington or in the field. Agencies are urged to obtain a 36-month supply of **Veterans Preference in Federal Employment** by riding this printing requisition.

Veterans Preference in Federal Employment is also stocked for sale by the Superintendent of Documents, GPO, but riding this printing requisition is the most economical way to obtain bulk supplies of this pamphlet.

Inquiries: *See above listing.*

Ordering and Distribution Information

Departments and agencies may order the publications in this bulletin by riding OPM's printing requisitions indicated below. Agency requisitions (Standard Form 1) should be submitted through their Washington, D.C. area headquarters printing officer of that agency, before the date given. Agencies may estimate cost by using the current GPO price list of printing services and the information given in the description of each publication. Although some of the publications listed in this bulletin may be purchased from the Superintendent of Documents, the least expensive means of obtaining bulk quantities is to ride OPM's requisitions. Agencies may order a bulk supply from GPO and make their own distribution to component offices; or agencies may request GPO to send a quantity to the headquarters level and mail other quantities to component offices (mailing list should be attached to Standard Form 1 showing the number of copies to be sent to each address).

Publication Number and Title	Edition Date	Refer to OPM Printing Requisition	Send Agency Requisition (SF-1) to GPO by
Handbook of Analysis for Reasonable Accommodation (Personnel Management Series 720-B)	3/82	82-224	4/27/82
Pay Structure of the Federal Civil Service, March 31, 1961 (SM 33-81)	3/31/81	82-241	4/30/82
Veterans Readjustment Appointments—WEV-1	2/82	82-226	4/30/82
Veterans Preference in Federal Employment—WEV-2	2/82	82-227	4/30/82

Donald J. Devine
Director

APPENDIX 9

FPM Bulletin 171-619

OFFICE OF PERSONNEL MANAGEMENT

publications

Monthly Rider Information for April 1982

Individual Development Planning Guide for SES Candidates (XD-11)

This booklet provides a guide to individual development planning for participants in Senior Executive Service (SES) Candidate Development Programs and other persons interested in systematically preparing themselves for SES positions. The executive qualifications areas that must be certified by a Qualifications Review Board for all initial SES career appointments are used as a framework for identifying developmental needs vis-a-vis general SES management competencies and responsibilities.

This publication presents a step-by-step process for assessing an individual's experience and competencies against the general activity areas and competencies used in certifying executive qualifications. It also shows how to select appropriate developmental activities.

The guide is designed primarily for use by SES Candidate Development Program participants and others who are interested in obtaining SES positions. It will also be very useful for executive development staff persons and members of Executive Resources Boards, who review and approve the Individual Development Plans of both SES candidates and incumbents.

Agencies are encouraged to ride this printing requisition and order a sufficient supply of this publication to meet their needs over the next two years. The Superintendent of Documents will not be able to stock this publication for sale. This will be the only opportunity agencies will have for at least two years to obtain copies of this guide.

The booklet will be typeset on an 8½" x 11" white book stock, one color ink, with a litho coated cover. Approximately 32 pages, including cover. No sample copies are available.

Inquiries: *Howard Stevens, Office of Executive and Management Development, WED, FTS or (202) 254-9800*

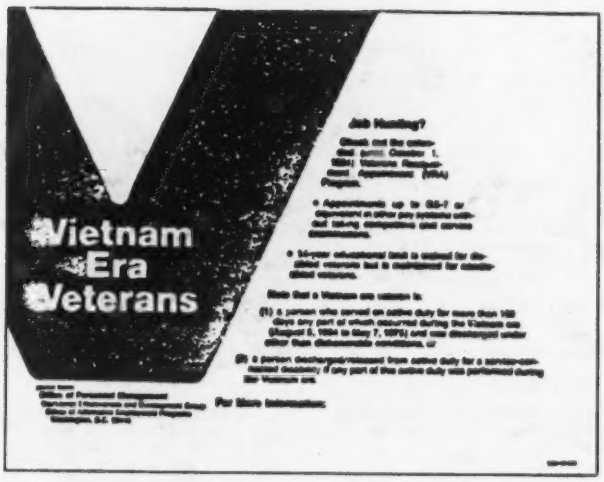
Poster on the Veterans Readjustment Appointment (VRA) Program (WEV-12)

This eye-catching poster provides basic information about the Veterans Readjustment Appointment (VRA) Program to the general public and in particular to Vietnam era veterans. It gives the Vietnam era veterans concise information about the eligibility criteria on the VRA Program in a direct and easy-to-read format.

The poster is used in recruiting, employment and general information. This informative poster has a strong visual impact which serves to complement our VRA pamphlet and enhance the success of the VRA program.

The 1982 version revises the previous edition (November 1978). It reflects a provision of Public Law 97-72 ("Veterans' Health Care, Training, and Small Business Loan Act of 1981"), which extended the statutory authority for the VRA program through September 30, 1984. This poster is a very low-cost means of promoting the VRA program.

Code: 171, The OPM Issuance System
Distribution: Limited
Bulletin Expires: January 20, 1983



The poster is 14" x 11" and is printed on white paper with green ink. The type of paper and weight is ledger, sub. 64.

The Office of Personnel Management does not stock copies of the VRA poster for distribution to agencies in Washington or in the field. Agencies are advised to obtain a sufficient supply of this VRA poster to last until October 1, 1984, by riding this requisition as it is the most economical means of obtaining bulk supplies of the poster.

Inquiries: *Workforce Effectiveness and Development Group, Affirmative Employment Programs Office, Veterans Employment Programs; Marvin J. Kossman, (202) 254-3058*

Management Magazine

Published quarterly by the U.S. Office of Personnel Management, *Management* contains down-to-earth articles on the issues and problems facing government managers today. In addition to four or five feature articles each issue, the magazine presents regular coverage of legal and legislative news, a managers' reading digest, interviews and "how to" articles. Handsomely designed and illustrated. 32 pages.

This publication is available on a subscription basis through the Superintendent of Documents, but the most economical way for an agency to subscribe is to ride OPM's printing requisition.

Inquiries: *Lee Treese, Office of Public Affairs, (202) 632-4400*

The Federal Labor-Management Consultant

The *Consultant*, a biweekly newsletter published by the office of Personnel Management, reports on the vital area of labor-management relations in the Federal Government. It is a valuable tool for keeping management, labor relations, and personnel staff informed on new developments and activities in this Federal program.

The newsletter is available on a subscription basis through the Superintendent of Documents at $23.00 per year, but the most economical way for an agency to subscribe is to ride OPM's printing requisition. To continue receiving the *Consultant* on a rider basis without interruption, SF-1s must be resubmitted prior to each fiscal year.

The *Consultant* is issued 24 times per year. Its size is 8" x 10½" on white Sub. 120 offset book, four pages, printed in two ink colors.

Inquiries: *The Editor, Office of Labor-Management Relations, (202) 632-6843*

APPENDIX 10

34336

Proposed Rules

Federal Register
Vol. 47, No. 108
Friday, June 4, 1982

This section of the FEDERAL REGISTER contains notices to the public of the proposed issuance of rules and regulations. The purpose of these notices is to give interested persons an opportunity to participate in the rule making prior to the adoption of the final rules.

OFFICE OF PERSONNEL MANAGEMENT

5 CFR Part 720

Affirmative Employment Programs; Affirmative Action for Disabled Veterans

AGENCY: Office of Personnel Management.

ACTION: Proposed rule.

SUMMARY: These proposed regulations implement OPM's responsibilities under section 403 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended, and section 307 of the Civil Service Reform Act of 1978. The regulations establish a Government-wide affirmative action program for disabled veterans in the Federal service.

DATE: Comments must be received by OPM by July 6, 1982.

ADDRESS: Send or deliver written comments to Assistant Director for Affirmative Employment Programs, U.S. Office of Personnel Management, 1900 E Street, NW, Room 7528, Washington, DC 20415.

FOR FURTHER INFORMATION CONTACT: Hassan El-Amin or Marvin Kosmann, (202) 254-5058.

SUPPLEMENTARY INFORMATION: Under section 403 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 (38 U.S.C. 2014), the former Civil Service Commission was given the responsibility for affirmative action programs in the executive branch with respect to disabled veterans. Subsequently, executive Order 12108 (1978) transferred various equal employment opportunity enforcement functions from the Civil Service Commission to the Equal Employment Opportunity Commission (EEOC), pursuant to Reorganization Plan No. 1 of 1978. In October 1980, Congress amended 38 U.S.C. 2014 and assigned OPM responsibility for planning, implementing and overseeing an affirmative action program for disabled veterans in the Federal service.

OPM and EEOC are working together and sharing responsibility for the program during fiscal year 1982. OPM will assume full responsibility for all aspects of the program as of October 1, 1982 (the beginning of fiscal year 1983). Accordingly, OPM and EEOC have instructed all Federal agencies to comply with instructions in EEOC's EEO-MD-708, "Affirmative Action for Hiring, Placement, and Advancement of Handicapped Individuals Including Disabled Veterans," during FY '82.

These proposed regulations implement OPM's responsibility under the law. They add Subpart C to Part 720 of Title 5 of the Code of Federal Regulations, and make other technical changes in Part 720 in connection with the addition of Subpart C. OPM will provide further guidance to federal agencies in Chapter 720 of the Federal Personnel Manual.

E.O. 12291, Federal Regulation

OPM has determined that this is not a major rule for the purposes of E.O. 12291, Federal Regulation, because it will not result in:

(1) An annual effect on the economy of $100 million or more;

(2) A major increase in costs or prices for consumers, individual industries, Federal, State, or local government agencies, or geographic regions; or

(3) Significant adverse effects on competition, employment, investment, productivity, innovation, or on the ability of United States-based enterprises to compete with foreign-based enterprises in domestic or export markets.

I find that good cause exists for reducing the comment period on this proposed rulemaking from sixty to thirty days. The comment period is reduced in order to allow OPM to review comments and publish a final rule so that agencies have sufficient time to complete their affirmative action plans for disabled veterans by October 1, 1982.

Regulatory Flexibility Act

I certify that this regulation will not have a significant economic impact on a substantial number of small entities because they apply only to Federal Government employment practices.

List of Subjects in 5 CFR Part 720

Equal employment opportunity, Government employees, Reporting requirements, Veterans.

U.S. Office of Personnel Management.
Donald J. Devine,
Director.

Accordingly, OMP proposes to amend 5 CFR Part 720 as shown:

1. By revising the Part heading to read as follows:

PART 720—AFFIRMATIVE EMPLOYMENT PROGRAMS

§ 720.101 [Amended]

2. In § 720.101, by redesignating the section title as "Federal Equal Opportunity Recruitment Program" and amending the word "handicapped" in both places where it appears.

3. By adding a new § 720.102 to read as follows:

§ 720.102 Affirmative action for disabled veterans.

(a) Section 2014 of title 38, United States Code, provides, in part:

(c) Each department, agency, and instrumentality in the executive branch shall include in its affirmative action plan for the hiring, placement, and advancement of handicapped individuals in such department, agency, or instrumentality as required by section 501(b) of the Rehabilitation Act of 1973 (29 U.S.C. 791(b)), a separate specification of plans (in accordance with regulations which the Office of Personnel Management shall prescribe in consultation with the Administrator, the Secretary of Labor, and the Secretary of Health, Education, and Welfare, consistent with the purposes, provisions, and priorities of such Act) to promote and carry out such affirmative action with respect to disabled veterans in order to achieve the purpose of this section.

(d) The Office of Personnel Management shall be responsible for the review and evaluation of the implementation of this section and the activities of each such department, agency, and instrumentality to carry out the purpose and provisions of this section. The Office shall periodically obtain and publish (on at least a semiannual basis) reports on such implementation and activities from each such department, agency, and instrumentality * * *

(e) The Office of Personnel Management shall submit to the Congress annually a report on activities carried out under this section * * *

(b) Section 3112 of title 5, United States Code, provides:

Under such regulations as the Office of Personnel Management shall prescribe, an agency may make a noncompetitive

appointment leading to conversion to career or career-conditional employment of a disabled veteran who has a compensable service-connected disability of 30 percent or more.

4. By adding a new Subpart C, to read as follows:

Subpart C—Affirmative Action for Disabled Veterans

Sec.
720.301 Purpose and authority.
720.302 Definition.
720.303 Agency programs.
720.304 Agency plans.
720.305 Agency accomplishment reports.
720.306 Responsibilities of the Office of Personnel Management.

Authority: 5 U.S.C. 7201, 42 U.S.C. 2000e; 38 U.S.C. 2014, 5 U.S.C. 3112.

Subpart C—Affirmative Action for Disabled Veterans

§ 720.301 Purpose and authority.

This subpart sets forth requirements for agency affirmative action programs designed to promote Federal employment and advancement opportunities for qualified disabled veterans. The regulations in this subpart are prescribed pursuant to responsibilities assigned to the Office of Personnel Management (OPM) under section 403 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended (38 U.S.C. 2014), and section 307 of the Civil Service Reform Act of 1978 (5 U.S.C. 3112).

§ 720.302 Definition.

As used in this subpart, "disabled veteran" means a person who:

(a) has served on active duty in the armed forces, and

(b) has been separated from the armed forces under honorable conditions, and

(c) either:

(1) has established the present existence of a service-connected disability, or

(2) is receiving compensation, disability retirement benefits, or a pension, under a statute administered by the Veterans Administration or a military Department.

§ 720.303 Agency programs.

(a) *Continuing programs.* Each Department, agency, or instrumentality in the executive branch shall conduct a continuing affirmative program for the recruitment, hiring, placement, and advancement of disabled veterans.

(b) *Program responsibility.* The head of each agency shall assign overall program responsibility to an appropriate agency official. The official so designated should be at a high enough level to ensure effective program administration and the devotion of adequate resources to the program.

(c) *Problem analysis.* Annually, OPM will provide appropriate data on the employment of disabled veterans to each agency participating in the Central Personnel Data File (CPDF). These data will be taken from CPDF. CPDF is considered to be each participating agency's official record of the status of disabled veteran employment. Each participating agency is responsible for assuring that such records are timely, accurate, and complete.

CPDF data must be used by participating agencies to identify problem areas and deficiencies in the employment and advancement of disabled veterans. OPM will establish with each agency not participating in CPDF, the nature and extent of data to be used identifying problems and deficiencies. Based on this analysis, agencies shall develop methods to improve the recruitment, hiring, placement, and advancement of disabled veterans, or revise or redirect existing methods, as necessary. These methods must then be translated into action items.

§ 720.304 Agency plan.

(a) *Plan development.* Each Department, agency, or instrumentality in the executive branch must have an up-to-date affirmative action plan for the employment and advancement of disabled veterans.

(1) Initial plans for fiscal year 1983 required under this subpart must be developed by October 1, 1982 and must be in effect on that day.

(2) Each agency must review its plan on an annual basis, together with its accomplishments for the previous fiscal year, updated employment data, and any changes in agency mission or structure, and update the plan as necessary.

(b) *Plan coverage.* (1) Each agency must have a nationwide plan covering all of its operating components and field installations. Nationwide plans shall include instructions assigning specific responsibilities on affirmative actions to be taken by the agency's various operating components and field installations to promote the employment and advancement of disabled veterans.

(2) Agency operating components and field installations must have a copy of the plan covering them, and must implement their responsibilities under it. Operating components and field installations shall develop separate plans when required to do so by the agency's headquarters or by OPM.

(c) *Plan Submission and Certification.* (1) Affirmative action plans developed under this section shall be submitted to OPM upon request. The Office of Personnel Management will review a selection of agency plans each fiscal year.

(2) Each agency must certify to OPM by November 1 of each year that it has an up-to-date plan as required by this section. This certification must indicate the date the agency's most recent plan was effective or was last amended, and may be submitted as part of the agency's annual accomplishment report required by section 720.305.

(d) *Plan Content.* Annual affirmative action plans for disabled veterans shall, at a minimum, contain:

(1) A statement of the agency's policy with regard to the employment and advancement of disabled veterans, especially those who are 30 percent or more disabled.

(2) The name and title of the offical assigned overall program leadership for the action plan.

(3) An assessment of the current status of disabled veteran employment, with emphasis on those veterans who are 30 percent or more disabled.

(4) A description of recruiting methods which will be used to seek out disabled veteran applicants, including special steps to be taken to recruit veterans who are 30 percent or more disabled.

(5) A description of how the agency will provide or improve internal advancement opportunities for disabled veterans.

(6) A description of how the agency will inform its operating components and field installations, on a regular basis, of their responsibilities for employing and advancing disabled veterans.

(7) A description of how the agency will monitor, review, and evaluate its planned efforts, including implementation at operating component and field installation levels during the period covered by the plan.

§ 720.305 Agency accomplishment reports.

(a) Not later than November 1 of each year, agencies must submit an annual report on their affirmative action program for disabled veterans to the Office of Personnel Management, covering the previous fiscal year.

(b) Agency annual accomplishment reports must describe:

(1) Methods used to recruit and employ disabled veterans, especially those who are 30 percent or more disabled.

(2) Methods used to provide or improve internal advancement opportunities for disabled veterans.

(3) A description of how the activities of major operating components and field installations were monitored, reviewed, and evaluated.

(4) An explanation of the agency's progress in implementing its affirmative action plan during the fiscal year.

§ 720.206 Responsibilities of the Office of Personnel Management.

(a) *Program review.* OPM will monitor agency program implementation through review of agency plans, direct agency contact, review of employment data, and through other appropriate means. As it deems appropriate, OPM will conduct onsite evaluations of program effectiveness, both at agency headquarters and at field installations or operating components.

(b) *Technical assistance.* The Office of Personnel Management will provide technical assistance, guidance, instructions, data, and other information as appropriate to supplement and support agency programs for disabled veterans.

(c) *Semiannual reports.* As provided by 38 U.S.C. 2014(d), OPM will, on at least a semiannual basis, publish reports on Government-wide progress in implementing affirmative action programs for disabled veterans.

(d) *Report to Congress.* As required by 38 U.S.C. 2014(e), OPM will report to Congress each year on the implementation and progress of the program. These reports will include specific assessments of agency progress or lack of progress in meeting the objectives of the program.

(38 U.S.C. 2014, 5 U.S.C. 3132)

[FR Doc. 02-14201 Filed 6-3-02; 8:45 am]

BILLING CODE 6325-01-M

DECEMBER 30, 1983.

Hon. G. V. (SONNY) MONTGOMERY,
Chairman, Committee on Veterans' Affairs,
U.S. House of Representatives, Washington, D.C.

DEAR MR. CHAIRMAN: I am pleased to transmit OPM's FY 82 annual report on employment activities related to veterans who are 30 percent or more disabled and Vietnam era veterans. This report is in accordance with 38 USC 2014(e) and describes veteran hiring activities and actions OPM has taken to improve employment opportunities for the severely disabled and Vietnam era veterans.

The enclosed report shows that, during FY 82, there were over 15,000 veterans readjustment appointments made, or 4 percent of total Federal hires. Of this total, over 4,800 (32%) were minorities and over 1,400 (9%) were women. The success of the VRA program is also observed by tracking the number of employees converted into regular civil service positions or terminated from the VRA program during a 3 year period. Our latest figures indicate the retention rate is 79.4 percent.

Overall new hires of 30 percent or more disabled veterans increased in FY 82. There were 3,369 new hires made in FY 82 compared to 3,119 reported the previous year. Of the new hires, 1,648 (49%) were temporary appointments into the competitive service. Of these appointments for which race/national origin status was identified, 28 percent were minorities. Four percent of the appointments were women.

I am strongly committed to strengthening and improving OPM's policies and procedures and I give my full support to our employment programs directed to our disabled and Vietnam era veterans. For example, I recently testified before the House Committee on Veterans' Affairs, Subcommittee on Education, Training and Employment, supporting the extension of the VRA Program through September 30, 1987. Also, OPM has successfully launched a new training course, "Veterans Employment Programs: A Workshop," a 1-day course designed for Government employees with the responsibility for Veterans Employment Programs.

This course covers Federal personnel programs, policies and initiatives affecting veterans' employment including the use of special hiring authorities. The course has been presented each month since June and reports show a very favorable reception. During FY 84, the course will be presented monthly in Washington, D.C. In addition, OPM regions will also be making the training available during FY 84. OPM will actively encourage agencies to make use of these veteran employment programs.

Sincerely,

DONALD J. DEVINE,
Director.

Enclosure.

ANNUAL REPORT TO CONGRESS

ON

VETERANS EMPLOYMENT IN THE FEDERAL GOVERNMENT

FISCAL YEAR 1982
(September 1981 - October 1982)

31-243 0 - 84 - 4

Introduction

The law (38 USC 2014(e)) requires the Office of Personnel Management (OPM) to prepare and submit to Congress an annual report on veterans employment programs that benefit disabled and Vietnam era veterans.

The veterans employment programs annual report has two major parts, one deals with the Veterans Readjustment Appointment (VRA) and the second is concerned with the 30 percent or more disabled veterans noncompetitive appointment authority. The appendices to this report highlight veteran employment programs activity and include OPM issuances directed toward improving employment opportunities for Vietnam era and disabled veterans.

Veterans Readjustment Appointments

The FY 82 report indicates over 15,000 veterans readjustment appointments made, or 4 percent of total Federal hires. Of this total, over 4,800 (32%) were minorities, and over 1,400 (9%) were women. The VRA Program combines education and training with work experiences for disadvantaged disabled and Vietnam era veterans.

The success of the VRA program is observed by tracking the number of employees converted into regular civil service positions or terminated from the VRA program during a 3 year period. Of the 17,341 VRA's identified in December 1978 and tracked through December 1981, 13,762 or 79.4 percent left the program through conversions or other means of continued Federal employment. In other words, the retention rate is 79.4 percent. Of the remaining employees, 3,254 (18.8 %) voluntarily separated from the VRA program and 325 (1.9%) were involuntarily separated.

30 Percent or More Disabled Veterans

Overall new hires of 30 percent or more disabled veterans increased in FY 82. There were 3,369 new hires made in FY 82 compared to 3,119 reported the previous fiscal year. Of the new hires, 1,648 (49%) were temporary appointments into the competitive service. Of these appointments for which race/national origin status was identified, 28 percent were minorities. Four percent of the appointments were women.

Of those veterans who were hired under temporary appointments in the competitive service, there were 980 conversions to career or career-conditional status during FY 82. Of those conversions for which race/national origin status was identified, 28 percent were minorities. Women were involved in 4 percent of the conversions. There were 1,056 separations of 30 percent or more disabled veterans with temporary appointments in the competitive service.

Highlights of Veteran Employment Program Activity

Actions which OPM has taken to support veterans employment programs include:

- publishing final regulations and FPM guidance on implementation of Disabled Veterans Affirmative Action Program (DVAAP);

- providing 6 DVAAP technical assistance group sessions to representatives of 60 agencies;

- updating mailing list of agency DVAAP coordinators;

- monitoring and evaluating the programs by our regional offices;

- publicizing the programs through Federal Executive Boards and Interagency Advisory Groups committee meetings;

- dispensing helpful job information to veterans through our network of Federal Job Information Centers;

- providing memorandum for Heads of Departments/agencies on National Disabled Veterans Week, 1982;

- conducting an Open House with special job information hours, and extra counselors to explain veterans preference, during Disabled Veterans Week, 1982;

- participating in winter meetings and national conventions of veterans groups;

- participating in the Committee on Disabled Veterans, PCEH;

- addressing Federal employment forums in Newark, Denver, and Seattle by the Veterans Employment Programs Division Central Office staff;

- emphasizing our policy guidance and increasing our cooperation with the VA and the U.S. Department of Labor (DoL);

- participating in DoL's Secretary's Committee on Veterans' Employment;

- offering a new training course, "Veterans Employment Programs: A Workshop," a one-day course designed for Government employees with the responsibility for Veterans Employment Programs. The course has been held monthly since June 1983 besides an on-site session at HHS;

- matching CPDF data against VA data in order to align personnel coding of veterans disability status; and

- providing congressional testimony for the extension of the VRA.

Conclusion

In conclusion, the success of our veterans employment programs can be attributed to the above initiatives along with open dialogue with veterans organizations. The programs are in high gear and further improvements are expected in FY 84.

Listing of Appendices for Annual Report on Veterans Employment in the Federal Government FY 1982

Appendix 1	Summary of Selected Veteran Hiring Information (FY 1982)
Appendix 2	Final Regulations 5 CFR Part 720, Affirmative Action for Disabled Veterans (48 FR 191-194)
Appendix 3	FPM Letter 720-7, Subject: Disabled Veterans Affirmative Action Program
Appendix 4	FPM Basic Installment 299, Chapter 720, Subchapter 3, Disabled Veterans Affirmative Action Program (DVAAP)
Appendix 5	Brochure on Veterans Employment Program: A Workshop
Appendix 6	FPM Bulletin 300-63, Subject: Veterans Employment Programs: A Workshop (New 1-Day Course)
Appendix 7	Schedule for Veterans Employment Programs: A Workshop (page 4)
Appendix 8	Memorandum for Heads of Departments and Independent Agencies, Subject: National Disabled Veterans Week, 1982
Appendix 9	News release on Veterans Week Open House with special job information hours, and extra counselors to explain veterans preference in Federal hiring.
Appendix 10	Mailing list of agency DVAAP coordinators
Appendix 11	Statement of Donald J. Devine concerning extension of the Veterans Readjustment Appointment (VRA) Program.
Appendix 12	Memorandum for Heads of Departments and Independent Agencies, Subject: Veterans Day, 1983

FY 82 ANNUAL REPORT

PART I

(Veterans Readjustment Appointments)

Veterans Readjustment Appointments in the Federal Government

Fiscal Year 1982 Summary Report

OFFICE OF PERSONNEL MANAGEMENT

This report was prepared by:

Workforce Effectiveness and Development Group
Office of Affirmative Employment Programs
Veterans Employment Programs Division

Compliance and Investigations Group
Workforce Analysis and Statistics Division
Special Employment Programs Branch

OPM
WEV-82-3
AUGUST 1983

SECTION I

VETERANS READJUSTMENT APPOINTMENTS MADE FROM OCTOBER 1981 THROUGH SEPTEMBER 1982

Source: Central Personnel Data File

Foreword

This is the sixteenth report on the use and extent of veterans readjustment appointments in the Federal Government. The report was prepared by Philip H. Etzel, Statistician, Workforce Analysis and Statistics Division and Rose E. Lee, Personnel Management Specialist, Office of Affirmative Employment Programs, Workforce Effectiveness and Development Group. The report is prepared in accordance with 38 U.S.C. 2014(d).

Veterans Readjustment Appointment (VRA) : Definition and Agency Support

A VRA is a noncompetitive appointment which leads to competitive status and career or career-conditional tenure upon satisfactory completion of 2 years of service and education or training. The VRA authority is used by those executive departments and independent agencies with employees subject to the competitive service. There were 12 executive departments and 9 independent agencies which reported use of the VRA authority during Fiscal Year 1982.

Agencies demonstrate support of the VRA program through issuance of policy directives, active recruitment efforts involving colleges, state employment services, and state rehabilitation offices, training programs for personnel officials, and job reengineering. Agency participation in the VRA program is influenced by such factors as budgetary considerations and types of positions available that attract the interest of VRA eligibles.

Description of Education and Training

VRA's educational and training plans, which are flexible in scope and length, are tailored to the needs of the veteran and the agency. VRA developmental activities may include planned on-the-job training, rotational job assignments, off-job classroom training, volunteer projects, vocational education, scientific or technical education, high school equivalency, and/or college education.

On-the-job developmental assignments are the most widely used category. This is followed by off-job classroom training and vocational, technical, and college education. Generally, agencies tend to combine on-the-job training with one of the other widely used categories. The training and educational programs being offered to the appointees are both job specific and career specific.

Data Coverage

This study includes estimates of transactions (i.e., new hires, conversions, and separations) on employment under the VRA program during Fiscal Year 1982. These estimates were based on data extracted from two separate reporting systems: the Central Personnel Data File (CPDF) and the Monthly Report of Federal Civilian Employment (SF 113-A). Specifically, these estimates were obtained by applying the CPDF proportion of each agency's VRA hires to total hires with the new hire figures reported by each agency on their SF 113-A report. The results of these estimates are consistent with previous reporting levels.

The CPDF is an automated data file updated monthly by personnel action codes. It covers approximately 97 percent of Federal nonpostal civilian employees. Agencies not included in CPDF are: Congress, Library of Congress, most of the Judicial Branch, White House Office, Office of the Vice President, U.S. Postal Service, Postal Rate Commission, Federal Reserve System and the Tennessee Valley Authority. The Central Intelligence Agency and the National Security Agency are excluded by law. Nonappropriated fund employees (e.g., employees of post exchanges in the Defense Department), agricultural extension service employees, and noncitizen employees of the Federal Government in foreign countries are also not in the CPDF system.

It should be further noted that the CPDF is a reporting system dealing with population statistics and is neither an accounting system nor a statistical sample. Therefore, data which are shown to the last digit in this report should be viewed as indicators only, and do not imply single digit accuracy in every case.

Data elements from CPDF used in this study include: veterans preference, race/national origin, sex, agency, pay plan, grade, and occupational category (Professional, Administrative, Technical, Clerical, Other -- PATCO).

Findings

During Fiscal Year 1982, agencies hiring VRA eligibles reported approximately 367,007 total new hires. Of these, approximately 15,000 were estimated as appointments under the VRA authority. Total VRA's represented 4 percent of all new hires in these agencies. Of the VRA new hires, approximately 32 percent were minorities and 9 percent were women. For statistical and graphical views of the distribution of Veterans Readjustment Appointments, as well as other veteran employment features, see Exhibits 1 through 5.

The Defense Department continues to lead the Federal Government in the hiring of veterans. Approximately 60 percent of all veteran and 61 percent of all VRA hires during the period were made by the Defense Department. VRA hires within the Defense Department included: Army, 4,700; Navy, 1,900; Air Force, 2,000; Defense Logistics Agency, 600; and Other Defense Activities, 50. Approximately 34 percent of the Defense VRA hires were minorities and 11 percent were women.

The Veterans Administration made 31 percent of VRA appointments made during the Fiscal Year. Of VA's overall new hires, 8 percent were VRA's. Approximately 29 percent of its VRA hires were minorities and 7 percent were women.

Exhibit 2 presents total VRA's by agency. It also shows the number of women and minorities hired by means of the VRA authority.

Of the VRA new hires during the twelve month period, 12 percent claimed 10-point disability preference. For all veterans hired during the period, 13 percent claimed 10-point disability preference. See Exhibit 3.

Approximately 59 percent of all VRA appointments (as well as all new hires) were made in white collar occupations (the GS pay system). Approximately 73 percent of the VRA accessions into white collar occupations were made at grades 1 through 4. See Exhibit 4.

About 40 percent of all VRA appointments during the period were made in the blue-collar occupations (the WG pay system) as compared to approximately 19 percent of total new hires in the Federal Service. Most of these blue-collar appointments were made at WG grades 1 or 5.

One percent of the VRA appointments were made into pay plans other than GS or WG.

Of all VRA new hires, 29 percent were made into Clerical (PATCO Category) positions, while 36 percent of the total new hires were Clerical. Nearly one-eighth of all VRA new hires were made into Technical (PATCO Category) occupations compared to one-fifth of total new hires. VRA new hires into Other (PATCO Category) white-collar occupations (mostly law enforcement series) accounted for 7 percent of total VRA new hires.

EXHIBIT 1. TOTAL AND ESTIMATED VETERANS READJUSTMENT APPOINTMENTS BY SEX AND RACE/NATIONAL ORIGIN (FISCAL YEAR 1982)

	Total New Hires 1/	Estimated VRA New Hires			
		Entries	% of Total New Hires	Five Point VRA 2/	Disabled VRA 3/
Total	367,007	15,017	4.1%	13,196	1,821
Total Women	168,456	1,412	0.8	1,345	67
Total Minorities	92,119	4,820	5.2	4,288	532
Black, Non-Hispanic	58,722	3,258	5.5	2,899	359
Hispanic	17,249	983	5.7	866	117
Asian or Pacific Islander	10,276	415	4.0	375	40
American Indian or Alaskan Native	5,872	164	2.8	148	16
Non-Minorities	265,713	9,956	3.7	8,720	1,236
Unspecified 4/	9,175	241	2.6	188	53

Source: Office of Personnel Management
Monthly Report of Federal Civilian Employment (SF 113-A)
Central Personnel Data File (CPDF)

1/ New hires include excepted and competitive appointments (both temporary and permanent) as well as reinstatements. The VRA data were estimated by applying the CPDF proportion of each agency's VRA hires to total hires with the new hire figures reported by each agency on their SF 113-A report.
2/ VRA new hires claiming 5-point veterans' preference.
3/ VRA new hires claiming 10-point disability veterans' preference.
4/ Race/national origin status was not identified.

EXHIBIT 2.

TOTAL AND ESTIMATED VETERANS READJUSTMENT AUTHORITY APPOINTMENTS BY AGENCY (FISCAL YEAR 1982)

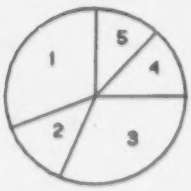
AGENCY	Total New Hires	All VRA Hires 1/ #	All VRA Hires 1/ % of Total	All VRA Hires 1/ Disabled	Minority VRA Hires 3/ #	Minority VRA Hires 3/ % of all VRAs	Minority VRA Hires 3/ Disabled	Women VRA Hires #	Women VRA Hires % of all VRAs	Women VRA Hires Disabled
Total, All Agencies 2/	367,007	15,017	4.1%	1,821	4,820	32.1%	532	1,412	9.4%	67
Agriculture	36,572	73	0.2	2	19	26.0	-	8	11.0	1
Commerce	4,751	42	0.9	8	10	23.8	3	3	7.1	-
Defense	(175,130)	(9,193)	(5.2)	(1,220)	(3,162)	(34.4)	(400)	(989)	(10.8)	(46)
Air Force	40,533	1,958	4.8	292	564	28.8	79	215	11.0	6
Army	72,213	4,734	6.6	750	1,591	33.6	257	541	11.4	32
Defense Logistics Agency	7,261	557	7.7	61	275	49.4	22	45	8.1	5
Navy	48,699	1,890	3.9	112	713	37.7	39	185	9.8	4
Other Defense Activities	6,424	54	0.8	5	19	35.2	3	3	5.6	-
Energy	1,686	35	2.1	-	5	14.3	-	3	8.6	-
Health and Human Services	16,674	69	0.4	9	43	65.2	6	8	11.6	2
Interior	23,841	82	0.3	4	10	12.2	-	3	3.7	-
Justice	8,015	350	4.4	43	111	31.7	9	14	4.0	2
Labor	1,141	5	0.4	-	-	-	-	-	-	-
Transportation	11,363	102	0.9	3	14	13.7	1	11	10.8	-
Treasury	20,335	314	1.5	66	164	53.6	30	27	8.6	5
Total Executive Departments	299,508	10,265	3.4	1,355	3,538	34.5	449	1,066	10.4	56
Equal Emplt. Opportunity Comm.	101	2	2.0	1	-	-	-	1	50.0	1
Federal Deposit. Insurance Corp.	398	2	0.5	-	1	50.0	-	-	-	-
General Services Adm.	2,512	10	0.4	3	2	20.0	-	1	10.0	-
Government Printing Office	39	1	2.6	-	1	100.0	-	-	-	-
Int'l. Boundary & Water Comm.	31	10	32.3	1	5	83.3	1	-	-	-
Nat'l. Aeronautics & Space Adm.	2,833	14	0.5	-	5	35.7	-	3	21.4	-
Nat'l. Credit Union Adm.	47	1	2.1	-	-	-	-	1	100.0	-
Nat'l. Fd. on Arts & Humanities	133	1	0.8	-	-	-	-	-	-	-
Office of Personnel Mgmt.	351	7	2.0	1	1	50.0	-	-	-	-
Small Business Adm.	1,053	1	0.1	-	-	-	-	-	-	-
Smithsonian	304	41	13.5	1	14	34.1	1	-	-	-
Veterans Administration	59,697	4,662	7.8	459	1,253	28.6	81	340	7.3	10
Total, Independent Agencies	67,499	4,752	7.0	484	1,282	29.7	83	346	7.3	11

Source: Office of Personnel Management
Monthly Report of Federal Employment (SF 113-A)
Central Personnel Data File (CPDF)

1/ Includes new hires and conversions into the VRA program. The VRA data were estimated by applying the CPDF proportion of each agencys' VRA hires to total hires with the new hire figures reported by each agency on their SF 113-A report.
2/ Includes only those agencies which made VRA appointments during this period.
3/ Employees with unspecified minority group are excluded from the base in calculating percent minority.

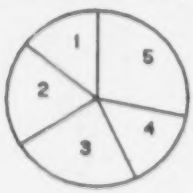
PERCENT DISTRIBUTION OF NEW HIRES BY AGENCY:
FISCAL YEAR 1982

VRA NEW HIRES



1: V.A. HAS 31.04%
2: NAVY HAS 12.59%
3: ARMY HAS 31.52%
4: AIR F HAS 13.04%
5: OTHER HAS 11.81%

VETERAN NEW HIRES



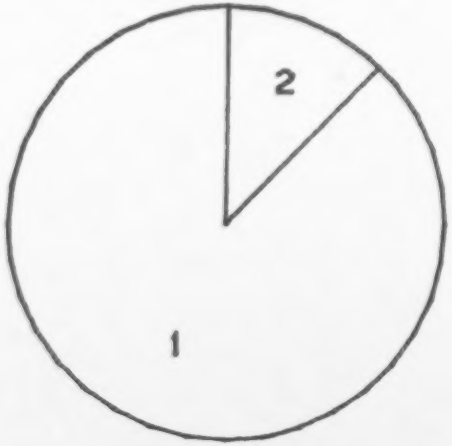
1: V.A. HAS 14.51%
2: NAVY HAS 19.46%
3: ARMY HAS 23.17%
4: AIR F HAS 14.81%
5: OTHER HAS 28.85%

TOTAL NEW HIRES

1: V.A. HAS 16.27%
2: NAVY HAS 13.27%
3: ARMY HAS 19.68%
4: AIR F HAS 11.04%
5: OTHER HAS 39.74%

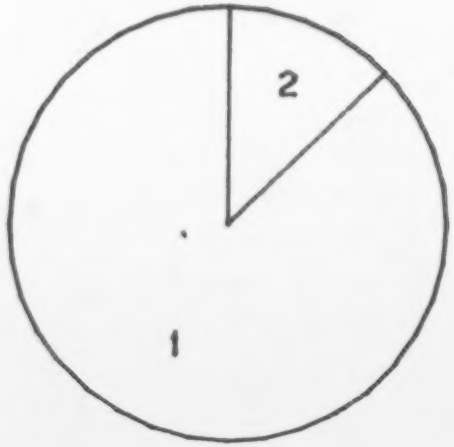
EXHIBIT 3. PERCENT DISTRIBUTION OF ESTIMATED VRA AND TOTAL VETERAN NEW HIRES BY VETERANS' PREFERENCE: FISCAL YEAR 1982

VRA NEW HIRES



1: 5-POINT PREF HAS 87.87%
2: 10-POINT PREF HAS 12.13%

VETERAN NEW HIRES



1: 5-POINT PREF HAS 87.34%
2: 10-POINT PREF HAS 12.66%

EXHIBIT 4.

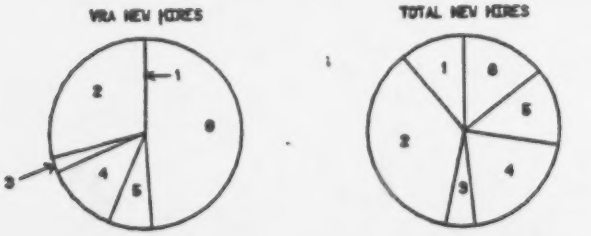
TOTAL AND ESTIMATED VETERANS READJUSTMENT APPOINTMENTS BY PAY PLAN AND GRADE (FISCAL YEAR 1982)

Category	Total New Hires 1/	All VRA Hires 2/ #	All VRA Hires 2/ % of Total	All VRA Hires 2/ Disabled	Minority VRA Hires 3/ #	Minority VRA Hires 3/ % of all VRAs	Minority VRA Hires 3/ Disabled	Women VRA Hires #	Women VRA Hires % of all VRAs	Women VRA Hires Disabled
Total, All Pay Plans	367,897	15,017	4.1%	1,021	4,829	32.1%	532	2,412	9.4%	67
Total, General Schedule & Equiv.	217,516	8,992	4.1	1,285	2,771	31.8	367	1,291	14.5	60
GS-01	10,438	23	0.2	0	8	34.8	4	3	13.0	-
GS-02	33,491	557	1.7	70	197	36.9	80	67	15.6	-
GS-03	68,954	3,372	4.9	421	1,130	36.2	132	557	17.4	31
GS-04	61,810	2,567	5.0	364	795	31.9	90	458	17.8	22
GS-05	27,541	1,339	4.9	216	377	28.4	66	197	8.9	7
GS-06	4,846	260	6.4	35	64	24.7	2	34	8.4	1
GS-07	21,229	774	3.6	171	169	21.9	46	56	4.8	6
Total, Regular Nonsupervisory	69,386	6,004	8.7	520	2,020	36.5	362	117	1.9	1
WG-01	12,094	2,884	23.8	145	669	35.5	96	52	2.6	1
WG-02	11,722	527	4.5	42	244	46.9	22	15	2.8	-
WG-03	7,261	286	3.9	17	119	42.7	10	3	1.0	-
WG-04	4,772	778	16.3	105	311	40.1	35	21	2.7	-
WG-05	12,432	1,782	14.1	166	631	36.4	85	10	1.0	-
WG-06	2,151	294	13.8	24	79	26.6	4	5	1.7	-
WG-07	3,975	230	6.3	20	66	29.8	-	3	0.9	-
WG-08	10,212	25	0.2	-	4	16.0	-	-	-	-
WG-09	2,057	3	0.1	-	-	-	-	-	-	-
WG-10	2,710	3	0.1	-	2	66.7	-	-	-	-
Total, All Other Pay Plans	80,186	121	0.2	8	29	24.4	3	4	3.3	-

Source: Office of Personnel Management
Monthly Report of Federal Employment (SF 113-A)
Central Personnel Data File (CPDF)

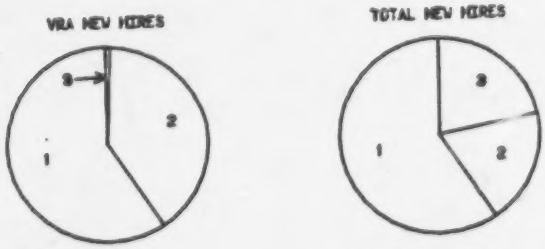
1/ Only new hires into grades applicable for the VRA are shown.
2/ Includes new hires and conversions into the VRA program. The VRA data were estimated by applying the CPDF proportion of each agency's VRA hires to total hires with the new hire figures reported by each agency on their SF 113-A report.
3/ Employees with unspecified minority group are excluded from the base in calculating percent minority.

PERCENT DISTRIBUTION OF NEW HIRES BY OCCUPATIONAL CATEGORY (PATCO):
FISCAL YEAR 1982



	VRA NEW HIRES	TOTAL NEW HIRES
1: PROFESSIONAL	HAS 8.88%	HAS 18.82%
2: CLERICAL	HAS 28.87%	HAS 36.81%
3: ADMIN	HAS 2.61%	HAS 5.88%
4: TECHNICAL	HAS 12.84%	HAS 20.81%
5: OTHER WHITE-C	HAS 7.38%	HAS 13.13%
6: BLUE-COLLAR	HAS 40.82%	HAS 14.53%

PERCENT DISTRIBUTION OF NEW HIRES BY PAY PLAN:
FISCAL YEAR 1982

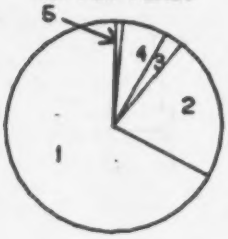


	VRA NEW HIRES	TOTAL NEW HIRES
1: GS	HAS 69.21%	HAS 69.27%
2: WAGE	HAS 30.88%	HAS 10.91%
3: OTHER	HAS 0.01% *	HAS 21.83% *

* Major other pay plans include Regular Leader (WL), Regular Supervisory (WS), Production Facilitating Nonsupervisory (WD), Apprentices and Shop Trainees (WT), and Administratively Determined (AD).

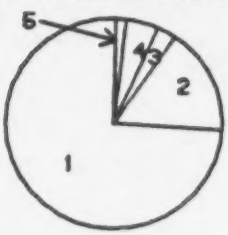
EXHIBIT 5. PERCENT DISTRIBUTION OF NEW HIRES BY RACE/NATIONAL ORIGIN: FISCAL YEAR 1982

VRA NEW HIRES



1: NONMIN HAS 67.38%
2: BLACK HAS 22.85%
3: ASIAN HAS 2.81%
4: HISPAN HAS 6.85%
5: NAT/AM HAS 1.11%

VETERAN NEW HIRES



1: NONMIN HAS 74.22%
2: BLACK HAS 16.49%
3: ASIAN HAS 2.63%
4: HISPAN HAS 4.85%
5: NAT/AM HAS 1.62%

TOTAL NEW HIRES

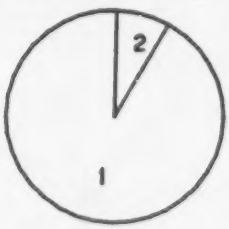
1: NONMIN HAS 74.26%
2: BLACK HAS 16.41%
3: ASIAN HAS 2.87%
4: HISPAN HAS 4.82%
5: NAT/AM HAS 1.64%

PERCENT DISTRIBUTION OF NEW HIRES BY SEX: FISCAL YEAR 1982

VRA NEW HIRES

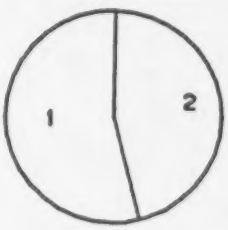
1: MEN HAS 90.60%
2: WOMEN HAS 9.40%

VETERAN NEW HIRES



1: MEN HAS 92.01%
2: WOMEN HAS 7.99%

TOTAL NEW HIRES



1: MEN HAS 54.10%
2: WOMEN HAS 45.90%

SECTION II

SEPARATIONS FROM VETERANS

READJUSTMENT APPOINTMENTS

Source: Central Personnel Data File

This section investigates the success of the VRA program by observing how the employees converted or terminated from the program during a three year period. To do this, the on-board VRA population as of December 31, 1978 was identified, and then tracked through December 31, 1981 to determine the nature of separation from the program. The employee was assigned a spe ific Personnel Action Code (PAC) when the individual left the VRA program. Separations were grouped into three broad categories: Conversions or Other Continued Federal Employment; Voluntary Separations; and Involuntary Separations. These data are presented by minority group, sex, agency, pay plan, and grade.

The purpose of tracking VRA employees over three years is to determine how many of these employees were converted into regular civil service positions or continued their Federal employment through other means. VRA employees may be full-time, part-time or intermittent. Since full-time VRA employees cannot be converted into regular positions until they have satisfactorily completed two years of Federal employment, the three year period ensures that the employment histories of full-time, part-time, and intermittent VRA employment can be properly traced.

Of the 17,341 VRAs identified in December 1978, 13,762 or 79.4 percent left the program through conversions or other means of continued Federal employment. Of the remaining employees, 3,254 (18.8 percent) voluntarily separated from the VRA program and 325 (1.9 percent) were involuntarily separated (see Exhibit 6).

The percentages of VRA employees who were converted or continued their Federal employment through other means were significant in several selected Executive Departments and Independent Agencies. For example, 8 Departments and 22 Independent Agencies had rates which were equal to or exceeded the government-wide VRA retention rate (see Exhibit 7). Outstanding among the departments were Agriculture (90 percent), Transportation (89 percent), Labor (88 percent), Energy (87 percent), Air Force (86 percent), Army and Navy (both 84 percent), and Interior (81 percent), and among independent agencies with 10 or more VRA employees were the Office of Personnel Management (100 percent), National Aeronautics and Space Administration (90 percent), Government Printing Office (88 percent), Smithsonian Institution (80 percent), and International Boundary and Water Commission (95 percent).

Of the 7,504 minority VRA employees as of December 31, 1978, 6,109 or 81.4 percent received conversions or continued their Federal employment (see Exhibits 8 and 9). For the 9,568 non-minorities, 7,597 or 79.4 percent successfully completed the program. Involuntary separation rates for minorities are double than those of non-minorities.

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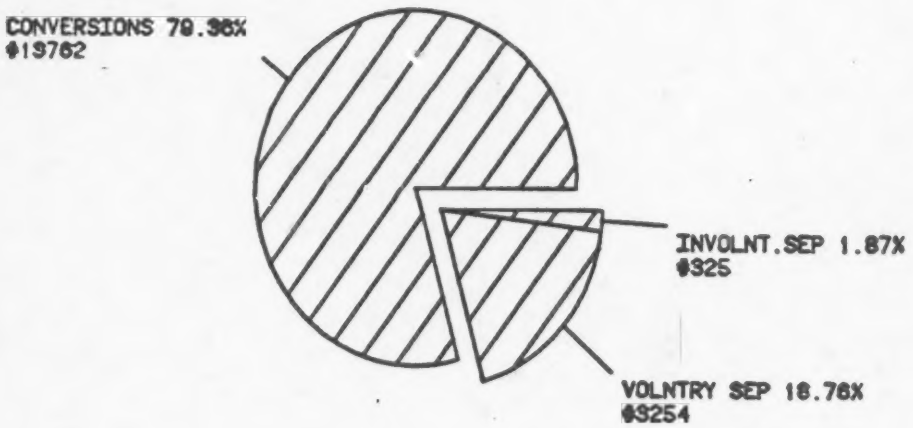
The percentage of men in the VRA Program who were converted or continued their Federal employment through other means (80 percent) was greater than for women employees in the VRA Program (71 percent). See Exhibits 8 and 9.

The percentage of VRA employees who were converted or continued their Federal employment through other means under the blue-collar WG plan (83 percent) was higher than for employees under the white-collar General Schedule and equivalent pay systems (74 percent). This percentage varied significantly according to the grade level when the VRA employee separated. See Exhibits 10 and 11.

EXHIBIT 6 NATURE OF SEPARATIONS OF THE 17,341 VRA EMPLOYEES ON-BOARD AS OF 12/31/78 AND TRACKED THROUGH 12/31/81



CONVERSIONS/CONTINUED FEDERAL EMPLOYMENT	**13,762**
VOLUNTARY SEPARATIONS	**3,254**
Resignation (in lieu of adverse action)	69
Resignation (military)	56
Resignation (declined assignment)	2
Resignation (all other)	3,085
Separation (abandoned position)	11
Separation (failure to complete training)	4
Separation (all other)	21
Furlough (military)	6
INVOLUNTARY SEPARATIONS	**325**
Retirement (disability)	3
Reduction in force	26
Removal	51
Separation (disability)	8
Separation (all other)	15
Termination (during probation)	132
Termination (unacceptable performance)	3
Termination (all other)	58
Suspension	12
Death	17

EXHIBIT 7. NATURE OF SEPARATIONS OF VRA EMPLOYEES ON-BOARD AS OF DECEMBER 31, 1978 BY AGENCY AND TRACKED THROUGH DECEMBER 31, 1981

Agency	VRA Employees On-Board As of Dec. 31, 1978	------- HOW EMPLOYEE LEFT THE VRA PROGRAM -------					
		Conversions/ Continued Federal Employment		Voluntary Separations		Involuntary Separations	
		#	%	#	%	#	%
All Agencies	17,341	13,762	79.4%	3,254	18.8%	325	1.9%
Agriculture	156	140	89.7	14	9.0	2	1.3
Commerce	188	141	75.0	37	19.7	10	5.3
Defense	(9,097)	(7,667)	(84.3)	(1,287)	(14.1)	(143)	(1.6)
Air Force	1,856	1,591	85.7	227	12.2	38	2.0
Army	2,897	2,432	83.9	430	14.8	35	1.2
Navy	3,798	3,181	83.8	551	14.5	66	1.7
Other Defense Activities	546	463	84.8	79	14.5	4	0.7
Education	3	3	100.0	-	-	-	-
Energy	62	54	87.1	7	11.3	1	1.6
Health and Human Services	134	94	70.1	36	26.9	4	3.0
Housing and Urban Development	35	26	74.3	6	17.1	3	8.6
Interior	129	105	81.4	23	17.8	1	0.8
Justice	592	453	76.5	123	20.8	16	2.7
Labor	16	14	87.5	2	12.5	-	-
Transportation	420	373	88.8	45	10.7	2	0.5
Treasury	442	351	79.4	88	19.9	3	0.7
Admin. Office of U.S. Courts	1	1	100.0	-	-	-	-
Civil Aeronautics Board	2	2	100.0	-	-	-	-
Commission on Civil Rights	3	3	100.0	-	-	-	-
Environmental Protection Agency	2	2	100.0	-	-	-	-
Equal Employment Opportunity Comm.	14	11	78.6	3	21.4	-	-
Executive Residence at White House	1	1	100.0	-	-	-	-
Federal Communications Commission	15	11	73.3	4	26.7	-	-
Federal Deposit Insurance Corp.	2	2	100.0	-	-	-	-
Federal Emergency Mgmt. Agency	1	1	100.0	-	-	-	-
Federal Maritime Commission	1	1	100.0	-	-	-	-
General Services Administration	447	350	78.3	90	20.1	7	1.6
Government Printing Office	114	100	87.7	9	7.9	5	4.4
General Accounting Office	1	1	100.0	-	-	-	-
Inter-American Foundation	1	1	100.0	-	-	-	-
Interstate Commerce Commission	1	1	100.0	-	-	-	-
International Boundary and Water Comm.	19	18	94.7	1	5.3	-	-
National Aeronautics and Space Adm.	69	62	89.9	7	10.1	-	-
National Credit Union Adm.	4	4	100.0	-	-	-	-
National Foundation on Arts and Human.	5	5	100.0	-	-	-	-
Office of Mgmt. & Budget	1	1	100.0	-	-	-	-
Office of Personnel Mgmt.	16	16	100.0	-	-	-	-
Railroad Retirement Board	1	1	100.0	-	-	-	-
Securities and Exchange Comm.	5	4	80.0	1	20.0	-	-
Small Business Administration	8	8	100.0	-	-	-	-
Smithsonian	132	106	80.3	21	15.9	5	3.8
U.S. International Development Coop.	2	1	50.0	-	-	1	50.0
U.S. International Trade Commission	1	1	100.0	-	-	-	-
U.S. Postal Service 1/	529	529	100.0	-	-	-	-
Veterans Administration	4,669	3,097	66.3	1,450	31.1	122	2.6

1/ These data reflect former VRA employees who transferred to the U.S. Postal Service from other Federal agencies. However, the U.S. Postal Service cannot make appointments under the VRA.

EXHIBIT 8. NATURE OF SEPARATIONS OF VRA EMPLOYEES ON-BOARD AS OF DECEMBER 31, 1978 BY MINORITY GROUP AND SEX AND TRACKED THROUGH DECEMBER 31, 1981

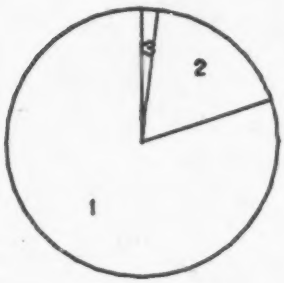
	VRA Employees On Board as of December 31, 1978		------ HOW EMPLOYEE LEFT THE VRA PROGRAM -------					
			Conversions/ Continued Federal Employment		Voluntary Separations		Involuntary Separations	
	#	%	#	%	#	%	#	%
All Employees	17,341	100.0%	13,762	79.4%	3,254	18.8%	325	1.9%
Men	16,027	100.0	12,828	80.0	2,891	18.0	308	1.9
Women	1,311	100.0	931	71.0	363	27.7	17	1.3
Unspecified Sex 1/	3	100.0	3	100.0	0	0.0	0	0.0
Minorities	7,504	100.0	6,109	81.4	1,214	16.2	181	2.4
Nonminorities	9,568	100.0	7,597	79.4	1,856	19.4	115	1.2
Unspecified RNO 2/	269	100.0	56	20.8	184	68.4	29	10.8

1/ Sex designations were missing for these employees.

2/ Race/National Origin designations were missing for these employees.

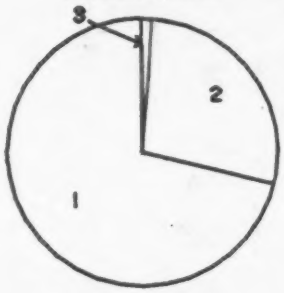
EXHIBIT 9. NATURE OF SEPARATIONS OF VRA EMPLOYEES ON-BOARD AS OF DECEMBER 31, 1978 AND TRACKED THROUGH DECEMBER 31, 1981 BY SEX A/

MEN (16,827)



1: CONV/CONT EMPL HAS 80.84%
2: VOLUNTARY SEP HAS 18.84%
3: INVOLUNTARY SEP HAS 1.32%

WOMEN (1,811)



1: CONV/CONT EMPL HAS 71.81%
2: VOLUNTARY SEP HAS 27.69%
3: INVOLUNTARY SEP HAS 1.50%

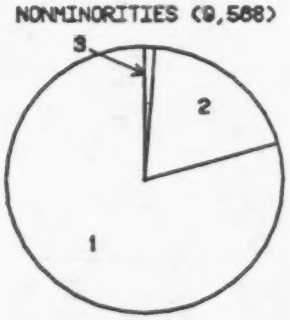
A/ EXCLUDES 3 RECORDS WITH UNSPECIFIED SEX.

NATURE OF SEPARATIONS OF VRA EMPLOYEES ON-BOARD AS OF DECEMBER 31, 1978 AND TRACKED THROUGH DECEMBER 31, 1981 BY MINORITY GROUP A/

MINORITIES (7,584)

1: CONV/CONT EMPL HAS 81.41%
2: VOLUNTARY SEP HAS 16.16%
3: INVOLUNTARY SEP HAS 2.41%

NONMINORITIES (9,568)



1: CONV/CONT EMPL HAS 79.48%
2: VOLUNTARY SEP HAS 19.48%
3: INVOLUNTARY SEP HAS 1.28%

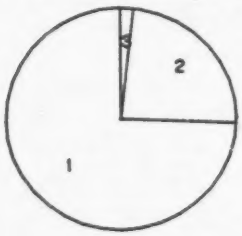
A/ EXCLUDES 269 RECORDS WITH UNSPECIFIED MINORITY GROUP.

EXHIBIT 10. NATURE OF SEPARATIONS OF VRA EMPLOYEES ON-BOARD AS OF DECEMBER 31, 1978 BY PAY PLAN AND GRADE GROUPING AND TRACKED THROUGH DECEMBER 31, 1981

	VRA Employees On-board as of December 31, 1978		------ NOW EMPLOYEE LEFT THE VRA PROGRAM ------					
			Conversions/ Continued Federal Employment		Voluntary Separations		Involuntary Separations	
	#	%	#	%	#	%	#	%
Total All Pay Systems	17,341	100.0%	13,762	79.4%	3,254	18.8%	325	1.9%
General Schedule & Equivalent	8,859	100.0	6,572	74.2	2,120	23.9	167	1.9
GS 1-4	4,212	100.0	2,448	58.1	1,632	38.7	132	3.1
GS 5-8	3,962	100.0	3,445	87.0	482	12.2	35	0.9
GS 9 and above	685	100.0	679	99.1	6	0.9	0	-
Regular Nonsupervisory (WG)	7,100	100.0	5,866	82.6	1,088	15.3	146	2..
WG 1-4	2,540	100.0	1,661	65.4	779	30.7	100	3.9
WG 5-8	3,484	100.0	3,137	90.0	301	8.6	46	1.3
WG 9 and above	1,076	100.0	1,068	99.3	8	0.7	0	-
All Other Pay Systems	1,382	100.0	1,324	95.8	46	3.3	12	0.9

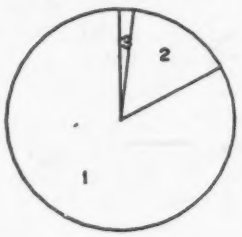
NATURE OF SEPARATIONS OF VRA EMPLOYEES ON-BOARD AS OF DECEMBER 31, 1978 AND TRACKED THROUGH DECEMBER 31, 1981 BY PAY PLAN

GS & EQUIV. (8,859)



1: CONV/CONT EMPL HAS 74.18%
2: VOLUNTARY SEP HAS 23.93%
3: INVOLUNTARY SEP HAS 1.89%

WG PAY PLAN (7,100)



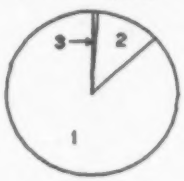
1: CONV/CONT EMPL HAS 82.62%
2: VOLUNTARY SEP HAS 15.32%
3: INVOLUNTARY SEP HAS 2.06%

EXHIBIT 11. NATURE OF SEPARATIONS OF VRA EMPLOYEES ON-BOARD AS OF DECEMBER 31, 1978 AND TRACKED THROUGH DECEMBER 31, 1981 BY GS GRADE LEVEL

GS 1-4 (4,212)

1: CONVERS HAS 58.12%
2: VOLUN. HAS 36.75%
3: INVOLN. HAS 3.13%

GS 5-8 (3,882)



1: CONVERS HAS 86.95%
2: VOLUN. HAS 12.17%
3: INVOLN. HAS 0.88%

GS 9 & ABOVE (885)

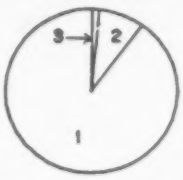
1: CONVERS HAS 99.12%
2: VOLUN. HAS 0.88%
3: INVOLN. HAS 0.00%

NATURE OF SEPARATIONS OF VRA EMPLOYEES ON-BOARD AS OF DECEMBER 31, 1978 AND TRACKED THROUGH DECEMBER 31, 1981 BY WG GRADE LEVEL

WG 1-4 (2,548)

1: CONVERS HAS 65.39%
2: VOLUN. HAS 30.67%
3: INVOLN. HAS 3.94%

WG 5-8 (3,484)



1: CONVERS HAS 90.84%
2: VOLUN. HAS 6.64%
3: INVOLN. HAS 1.32%

WG 9 & ABOVE (1,078)

1: CONVERS HAS 99.26%
2: VOLUN. HAS 0.74%
3: INVOLN. HAS 0.00%

FY 82 ANNUAL REPORT

PART II

(Noncompetitive Employment of 30 percent or more Disabled Veterans)

31-243 O - 84 - 6

REPORT ON THE NONCOMPETITIVE EMPLOYMENT OF 30 PERCENT OR MORE DISABLED VETERANS IN THE FEDERAL GOVERNMENT

Fiscal Year 1982 Summary Report

OFFICE OF PERSONNEL MANAGEMENT

This report was prepared by:
Workforce Effectiveness and Development Group
Office of Affirmative Employment Programs
Veterans Employment Programs Division

Compliance and Investigations Group
Workforce Analysis and Statistics Division
Special Employment Programs Branch

OPM
WEV-DV-82-3
AUGUST 1983

Introduction

This is the eighth statutory report on the noncompetitive employment of 30 percent or more disabled veterans in the Federal Government. This report was prepared in accordance with section 307 of the Civil Service Reform Act of 1978, section 3112 of title 5, United States Code (Public Law 95-454), which became effective January 11, 1979. It covers the period October 1, 1981 through September 30, 1982. This report was prepared by Philip H. Etzel, Statistician, Workforce Analysis and Statistics Division, and Rose E. Lee, Personnel Management Specialist, Office of Affirmative Employment Programs, Workforce Effectiveness and Development Group.

Data Coverage

Data for previous reports covered those veterans who were specifically coded as appointed under section 307 of the Civil Service Reform Act. This study provides a broader estimate of hires of these employees by identifying those with veterans' preference indicating 30 percent or more disability who received temporary appointments into the competitive service. This report contains employment data on appointments, conversions to career or career-conditional appointments, and separations.

Data in this report were taken from the Office of Personnel Management's (OPM) Central Personnel Data File (CPDF). The CPDF is an automated data file updated monthly by personnel action codes. It covers approximately 97 percent of Federal nonpostal civilian employees. Agencies not included in CPDF are: Congress; Library of Congress; most of the Judicial Branch; White House Office; Office of the Vice President; Central Intelligence Agency; National Security Agency; U.S. Postal Service; Postal Rate Commission; Board of Governors of the Federal Reserve; and Tennessee Valley Authority. Also excluded are agricultural extension service employees, employees paid out of nonappropriated funds (e.g., employees of post exchanges in the Defense Department) and noncitizen employees of the Federal Government in foreign countries.

It should be further noted that the CPDF is a reporting system dealing with population statistics and is neither an accounting system nor a statistical sample. Therefore, data which are shown to the last digit in this report, should be viewed as indicators only, and do not imply single digit accuracy in every case.

This report covers personnel data on appointments, conversions to career or career-conditional appointments, and separations of 30 percent or more disabled veterans with temporary appointments into the competitive service.

DATA RESULTS AND HIGHLIGHTS

A. APPOINTMENTS

During Fiscal Year 1982, appointments of 30 percent or more disabled veterans to positions in the Federal Government totaled 3,369. Of these, 1,648 (49 percent) were temporary appointments into the competitive service. Tables and Figures 1 and 2 present detail of these appointments.

Highlights regarding temporary appointments of 30 percent or more disabled veterans into the competitive service include:

- The Department of the Army hired 36 percent (601) of these veterans. Of these hires, 52 percent were into blue-collar positions; 48 percent of the hires included white-collar positions (26 percent in Clerical/Other white-collar positions and 22 percent in Professional/Administrative/Technical positions).

- The Department of the Air Force hired 28 percent (468) of the 30 percent or more disabled veterans. Of these appointments, 61 percent were into blue-collar occupations; 21 percent were in white-collar Professional/Administrative/Technical occupation categories; and 18 percent in the Clerical/Other white-collar categories.

- Other agencies with 10 or more appointments of these veterans included: Navy (235 appointments), the Veterans Administration (175), Interior (45), Treasury (40), Other Defense Activities (23), Transportation (14), Health and Human Services (13), and General Services Administration (11).

- Forty-five percent of the appointments were under the General Schedule (GS) pay plan. The average GS grade of these appointments was 5.0.

- Approximately 53 percent of all the appointments were made under the Wage Grade (WG) plan. The average WG grade of appointees was 4.7.

- Approximately 2 percent of all appointments were made in pay plans other than GS and WG.

- Of those appointments for which race/national origin status was identified, 28 percent were minorities. Four percent of the appointments were women.

TABLE 1. TEMPORARY APPOINTMENTS OF 30 PERCENT OR MORE DISABLED VETERANS INTO THE COMPETITIVE SERVICE BY GRADE LEVEL, MINORITY STATUS, AND SEX

	TOTAL EMPLOYEES			MINORITIES			NON-MINORITIES			OTHER 1/		
	Total	Men	Women	Total	Men	Women	Total	Men	Women	Total	Men	Women
Total, All Pay Plans	1,648*	1,577	70	452	433	19	1,177*	1,125	51	19	19	-
Total, General Schedule	742*	680	61	201	188	13	532*	483	48	9	9	-
GS - 1	22	21	1	9	9	-	13	12	1	-	-	-
GS - 2	58	50	8	16	16	-	42	34	8	-	-	-
GS - 3	205*	182	22	59	53	6	140	123	16	6	6	-
GS - 4	141	127	14	46	42	4	93	83	10	2	2	-
GS - 5	97	89	8	24	23	1	72	65	6	1	1	-
GS - 6	20	20	-	5	5	-	15	15	-	-	-	-
GS - 7	73	67	6	20	18	2	53	49	7	-	-	-
GS - 8	6	6	-	1	1	-	5	5	-	-	-	-
GS - 9	65	64	1	11	11	-	54	53	-	-	-	-
GS - 10	-	-	-	-	-	-	-	-	-	-	-	-
GS - 11	36	35	1	7	7	-	29	28	-	-	-	-
GS - 12	12	12	-	3	3	-	9	9	-	-	-	-
GS - 13	2	2	-	-	-	-	2	2	-	-	-	-
GS - 14	4	4	-	-	-	-	4	4	-	-	-	-
GS - 15	1	1	-	-	-	-	1	1	-	-	-	-
Total Regular Nonsupervisory	879	870	9	243	237	6	626	623	3	10	10	-
WG - 1	82	82	-	28	28	-	49	49	-	5	5	-
WG - 2	155	152	3	57	55	2	98	97	1	-	-	-
WG - 3	108	108	-	33	33	-	71	71	-	4	4	-
WG - 4	81	79	2	26	24	2	55	55	-	-	-	-
WG - 5	203	201	2	53	52	1	149	148	1	1	1	-
WG - 6	46	46	-	11	11	-	35	35	-	-	-	-
WG - 7	47	47	-	6	6	-	41	41	-	-	-	-
WG - 8	59	58	1	12	11	1	47	47	-	-	-	-
WG - 9	33	32	1	5	5	-	28	27	1	-	-	-
WG - 10	52	52	-	12	12	-	40	40	-	-	-	-
WG - 11	10	10	-	-	-	-	10	10	-	-	-	-
WG - 12	2	2	-	-	-	-	2	2	-	-	-	-
WG - 13	1	1	-	-	-	-	1	1	-	-	-	-
All Other Pay Plans	27	27	-	8	8	-	19	19	-	-	-	-

1/ Includes employees with unspecified minority status.
* Includes one employee with unspecified sex.

TABLE 2. TEMPORARY APPOINTMENTS OF 30 PERCENT OR MORE DISABLED VETERANS INTO THE COMPETITIVE SERVICE BY OCCUPATIONAL CATEGORIES, MINORITY GROUP AND SEX WITHIN SELECTED AGENCIES

Agency	Occupational Categories	Total	Women	Men	Minorities	Non-minorities	Other 1/
		#	%	%	%	%	%
All:	All	1,648	4.3%	95.7%	27.4%	71.4%	1.2%
	Professional, Administrative, Technical	331	5.5	94.5	21.8	77.9	0.3
	Clerical, Other white-collar	432	10.0	90.0	31.0	67.1	1.9
	Blue-collar	885	1.0	99.0	27.8	71.1	1.1
Army:	All	601	4.7	95.3	28.8	71.2	-
	Professional, Administrative, Technical	131	2.3	97.7	25.2	74.8	-
	Clerical, Other white-collar	159	12.6	87.4	39.0	61.0	-
	Blue-collar	311	1.6	98.4	25.1	74.9	-
Navy:	All	235	5.1	94.9	32.3	67.2	0.5
	Professional, Administrative, Technical	33	21.2	78.8	9.1	90.0	-
	Clerical, Other white-collar	51	7.8	92.2	37.2	60.8	2.0
	Blue-collar	151	0.7	99.3	35.8	64.2	-
Air Force:	All	468	2.4	97.6	22.6	77.4	-
	Professional, Administrative, Technical	97	3.1	96.9	18.6	81.4	-
	Clerical, Other white-collar	86	5.8	94.2	19.8	80.2	-
	Blue-collar	285	1.1	98.9	24.9	75.1	-
VA:	All	175	6.3	93.7	30.3	60.0	9.7
	Professional, Administrative, Technical	25	16.7	83.3	16.0	80.0	4.0
	Clerical, Other white-collar	64	10.9	89.1	32.8	57.8	9.4
	Blue-collar	86	-	100.0	32.6	55.8	11.6
Other 2/:	All	169	4.7	95.3	26.0	73.4	0.6
	Professional, Administrative, Technical	45	2.2	97.8	31.1	68.9	-
	Clerical, Other white-collar	72	9.7	90.3	20.8	77.8	1.4
	Blue-collar	52	-	100.0	28.8	71.2	-

1/ Includes employees with unspecified minority status.

2/ Includes 45 appointments in Interior, 40 in Treasury, 23 in Other Defense Activities, 14 in Transportation, 13 in H.H.S., 11 in G.S.A., 5 in Justice, 3 each in Commerce and State, 2 each in Labor, Action, and E.P.A., and 1 each in Education, Energy, E.E.O.C., N.A.S.A., O.M.B., and O.P.M.

FIGURE 1

TEMPORARY APPOINTMENTS OF 30 PERCENT OR MORE DISABLED VETERANS
INTO THE COMPETITIVE SERVICE BY GENERAL SCHEDULE GRADE
FISCAL YEAR 1982

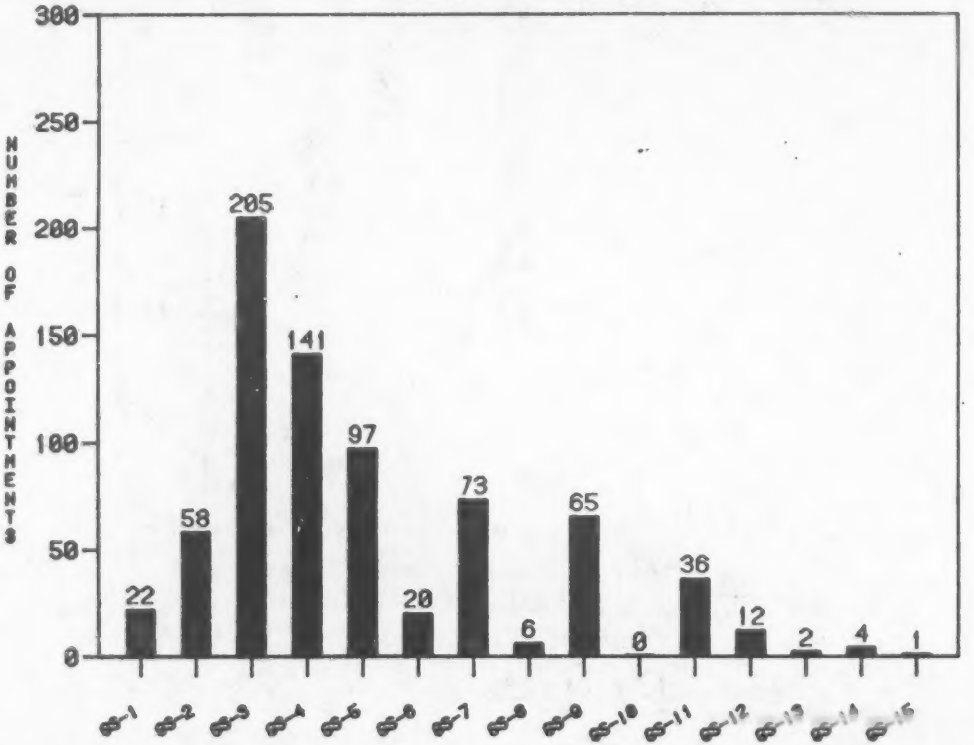
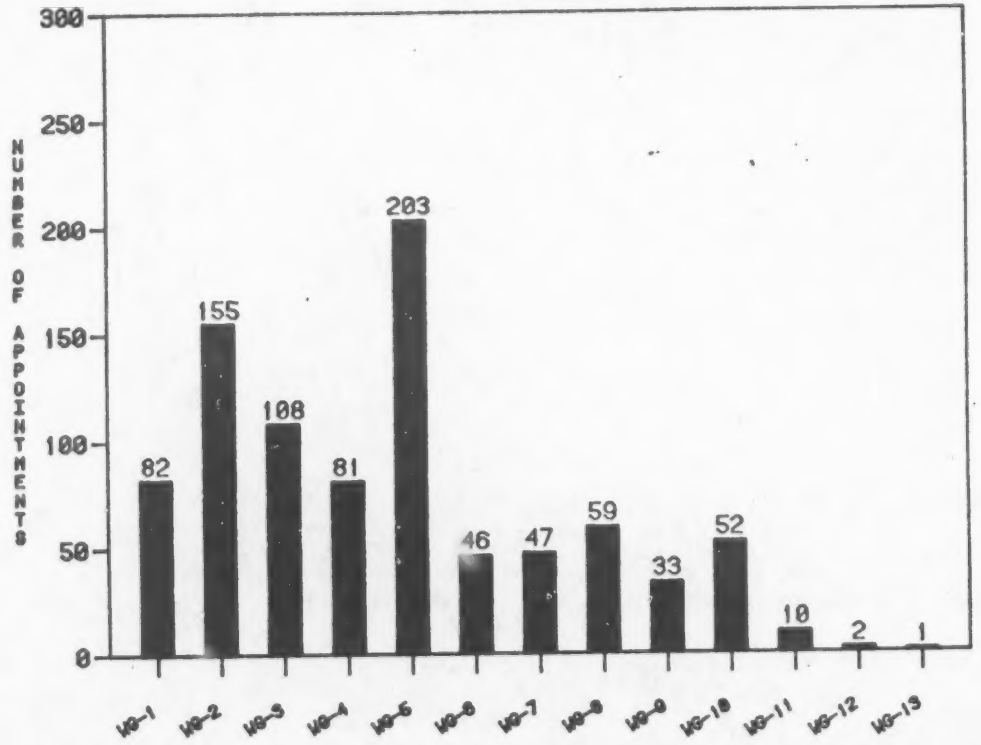


FIGURE 2

TEMPORARY APPOINTMENTS OF 30 PERCENT OR MORE DISABLED VETERANS INTO THE COMPETITIVE SERVICE BY REGULAR NONSUPERVISORY (WG) GRADE FISCAL YEAR 1982



B. Conversions

During Fiscal Year 1982, there were 980 conversions to career or career-conditional status of those veterans who were hired under temporary appointments in the competitive service. Tables and Figures 3 and 4 summarize these conversions.

Conversion highlights include:

- Eight out of ten conversions took place within three agencies, Air Force (29 percent), Army (27 percent), and the Veterans Administration (24 percent).

- Within Air Force, the conversions were distributed by occupational categories as follows: blue-collar, 49 percent; Professional/Administrative/ Technical, 30 percent; and Clerical/Other white-collar, 21 percent. For the Army, the distributions were: Clerical/Other white-collar, 35 percent; blue-collar, 35 percent; and Professional/Administrative/Technical, 30 percent. For the Veterans Administration, the distributions were: Clerical/Other white-collar, 38 percent; Professional/Administrative/Technical, 32 percent; and blue-collar, 30 percent.

- Sixty-two percent of the conversions were under the GS pay plan. The average grade at the time of the conversion was 5.7.

- Thirty-six percent of the conversions were under the WG pay plan. The average grade was 5.2.

- Approximately 2 percent of the conversions were made in pay plans other than GS or WG.

- Of those conversions for which race/national origin status was identified, 28 percent were minorities. Women were involved in 4 percent of the conversions.

TABLE 3. CONVERSIONS TO CAREER OR CAREER-CONDITIONAL STATUS OF 30 PERCENT OR MORE DISABLED VETERANS HIRED UNDER TEMPORARY APPOINTMENTS INTO THE COMPETITIVE SERVICE BY GRADE LEVEL, MINORITY STATUS, AND SEX

	TOTAL EMPLOYEES			MINORITIES			NON-MINORITIES			OTHER 1/		
	Total	Men	Women	Total	Men	Women	Total	Men	Women	Total	Men	Women
Total, All Pay Plans	980*	935	43	271	261	10	697*	663	32	12	11	1
Total, General Schedule	606*	564	40	171	161	10	426	395	29	9	8	1
GS - 1	-	-	-	-	-	-	-	-	-	-	-	-
GS - 2	14	13	1	4	4	-	10	9	1	-	-	-
GS - 3	100	92	7	33	31	2	62	56	5	5	5	-
GS - 4	146	131	15	45	40	5	98	89	9	3	2	1
GS - 5	101	93	7	25	25	-	76	68	7	-	-	-
GS - 6	26	23	3	7	6	1	19	17	2	-	-	-
GS - 7	87	83	4	30	28	2	57	55	2	-	-	-
GS - 8	8	8	-	4	4	-	4	4	-	-	-	-
GS - 9	80	79	1	13	13	-	67	66	1	-	-	-
GS - 10	-	-	-	-	-	-	-	-	-	-	-	-
GS - 11	32	30	2	8	8	-	23	21	2	1	1	-
GS - 12	8	8	-	2	2	-	6	6	-	-	-	-
GS - 13	3	3	-	-	-	-	3	3	-	-	-	-
GS - 14	-	-	-	-	-	-	-	-	-	-	-	-
GS - 15	1	1	-	-	-	-	1	1	-	-	-	-
Total, Regular Nonsupvy.	353	350	3	96	96	-	254	251	3	3	3	-
WG - 1	40	40	-	7	7	-	30	30	-	3	3	-
WG - 2	57	57	-	27	27	-	30	30	-	-	-	-
WG - 3	14	14	-	6	6	-	8	8	-	-	-	-
WG - 4	38	38	1	4	4	-	34	34	-	-	-	-
WG - 5	53	52	1	27	27	-	26	25	1	-	-	-
WG - 6	30	29	1	8	8	-	22	21	1	-	-	-
WG - 7	27	27	-	5	5	-	22	22	-	-	-	-
WG - 8	40	40	-	8	8	-	32	32	-	-	-	-
WG - 9	17	16	-	2	2	-	15	14	1	-	-	-
WG - 10	26	26	-	2	2	-	24	24	-	-	-	-
WG - 11	9	9	-	-	-	-	9	9	-	-	-	-
WG - 12	1	1	-	-	-	-	1	1	-	-	-	-
WG - 13	1	1	-	-	-	-	1	1	-	-	-	-
All Other Pay Plans	21	21	-	4	4	-	17	17	-	-	-	-

1/ Includes employees with unspecified minority status.
* Includes two employees with unspecified sex.

TABLE 4. CONVERSIONS TO CAREER OR CAREER-CONDITIONAL STATUS OF 30 PERCENT OR MORE DISABLED VETERANS HIRED UNDER TEMPORARY APPOINTMENTS INTO THE COMPETITIVE SERVICE BY OCCUPATIONAL CATEGORIES, MINORITY GROUP AND SEX, WITHIN SELECTED AGENCIES

Agency	Occupational Categories	Total	Women	Men	Minorities	Non-minorities	Other 1/
		#	%	%	%	%	%
All:	All	980	4.4%	95.6%	27.7%	71.1%	1.2%
	Professional, Administrative, Technical	315	4.8	95.2	26.0	73.0	1.0
	Clerical, Other white-collar	298	8.4	91.6	30.2	67.8	2.0
	Blue-collar	367	0.8	99.2	27.0	72.2	0.8
Army:	All	264	3.4	96.6	25.0	75.0	-
	Professional, Administrative, Technical	78	2.6	97.4	23.1	76.9	-
	Clerical, Other white-collar	93	7.5	92.5	23.7	76.3	-
	Blue-collar	93	-	100.0	28.0	72.0	-
Navy:	All	115	4.3	95.7	25.2	74.8	-
	Professional, Administrative, Technical	39	5.1	94.9	15.4	84.6	-
	Clerical, Other white-collar	29	10.3	89.7	37.9	62.1	-
	Blue-collar	47	-	100.0	25.5	74.5	-
Air Force:	All	287	3.5	96.5	25.1	74.9	-
	Professional, Administrative, Technical	85	3.5	96.5	25.9	74.1	-
	Clerical, Other white-collar	62	6.5	93.5	25.8	74.2	-
	Blue-collar	140	2.1	97.9	24.3	75.7	-
VA:	All	232	7.4	92.4	27.6	67.2	5.2
	Professional, Administrative, Technical	75	9.5	90.5	25.3	70.7	4.0
	Clerical, Other white-collar	88	11.5	88.5	31.8	61.4	6.8
	Blue-collar	69	-	100.0	24.6	71.0	4.4
Other 2/:	All	82	2.4	97.6	48.8	51.2	-
	Professional, Administrative, Technical	38	2.6	97.4	44.7	55.3	-
	Clerical, Other white-collar	26	3.8	96.2	50.0	50.0	-
	Blue-collar	18	-	100.0	55.6	44.4	-

1/ Includes employees with unspecified minority status.

2/ Includes 31 conversions in Treasury, 22 in Other Defense Activities, 8 in Transportation, 5 in G.S.A., 4 in Interior, 2 each in Labor, H.H.S., and N.A.S.A. and 1 each in Education, Energy, Justice, State, O.P.M., and H.U.D.

FIGURE 3

CONVERSIONS OF 30 PERCENT OR MORE DISABLED VETERANS WITH TEMPORARY APPOINTMENTS INTO THE COMPETITIVE SERVICE BY GENERAL SCHEDULE GRADE FISCAL YEAR 1982

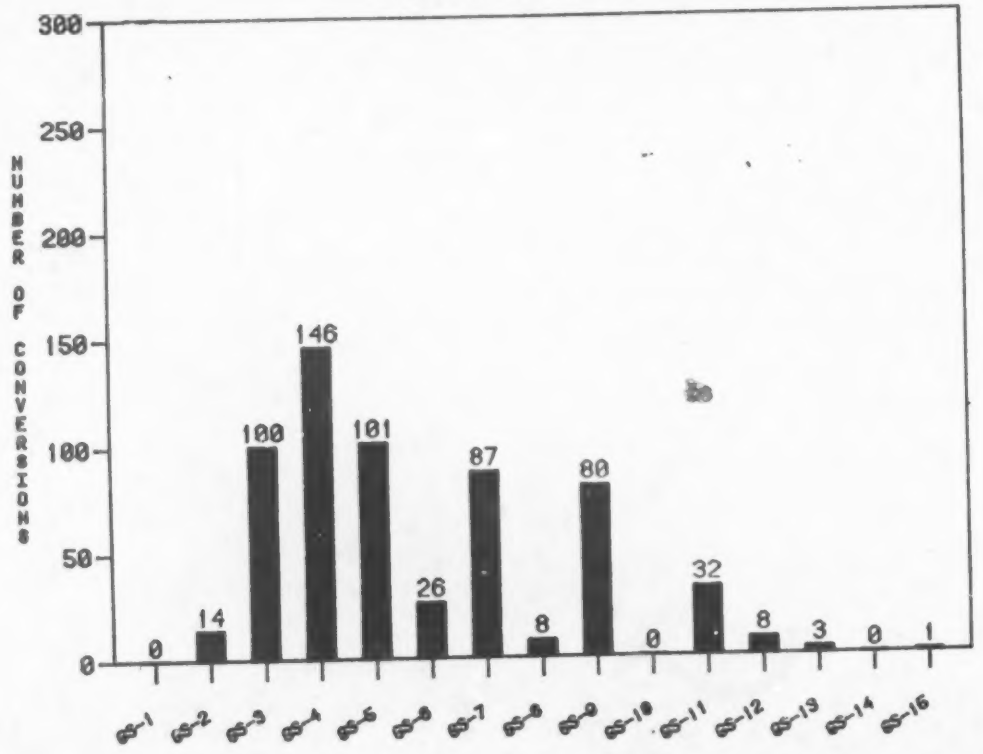
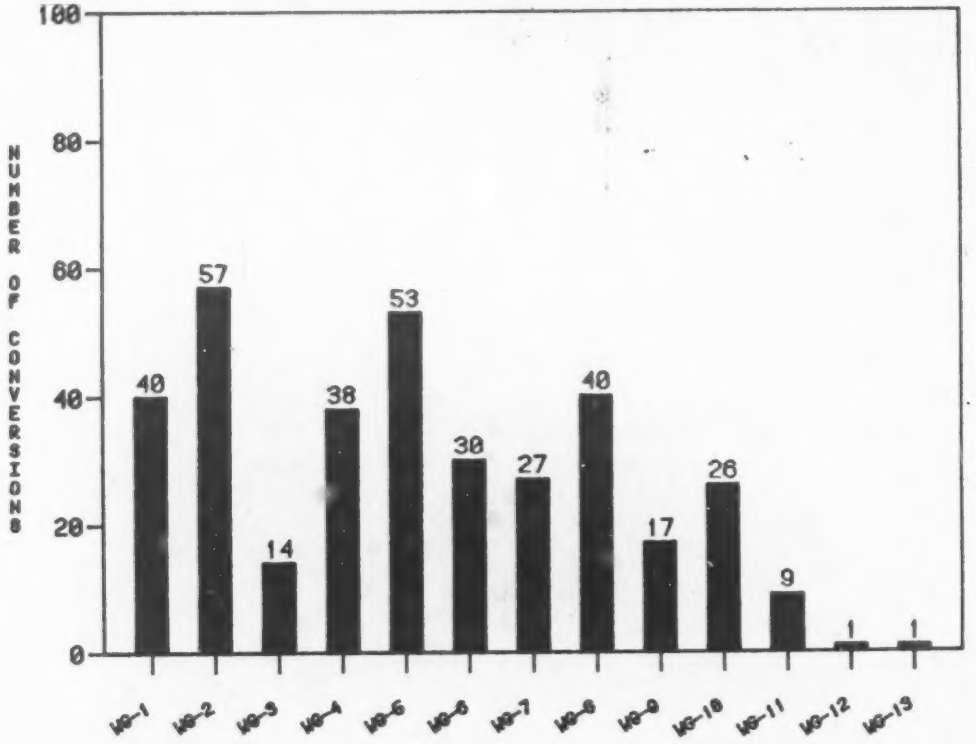


FIGURE 4

CONVERSIONS OF 30 PERCENT OR MORE DISABLED VETERANS WITH TEMPORARY APPOINTMENTS INTO THE COMPETITIVE SERVICE BY REG. NONSUPERV. (WG) GRADE FISCAL YEAR 1982



C. Separations

During Fiscal Year 1982, there were 1,056 separations of 30 percent or more disabled veterans with temporary appointments into the competitive service. Tables and Figures 5 and 6 detail these separations by various employment categories.

Separation highlights include:

- There were 775 terminations (about 73 percent of all the separations). The remaining separations included 237 resignations (22 percent), 43 removals (4 percent), and 1 death (1 percent).

- Approximately 34 percent of the separations occurred in the Department of the Army. Of these separations, 68 percent were from blue-collar series, 21 percent were from Clerical and Other white-collar series, and 11 percent were from Professional, Administrative, and Technical series.

- Approximately 30 percent of the separations occurred in the Department of the Air Force. Of these separations, 71 percent were in blue-collar occupations, 15 percent were in Clerical/Other white-collar occupations and 14 percent were in Professional/Administrative/Technical occupations.

- Nearly two-thirds of the separations were within the WG pay plan and the remaining were within the GS. The average grade for the WG separations was 4.7 and 4.6 for GS separations.

- Of those separations for which race/national origin status was identified, minorities comprised 30 percent; 4 percent of the separations were women.

TABLE 5. SEPARATIONS OF 30 PERCENT OR MORE DISABLED VETERANS WITH TEMPORARY APPOINTMENTS INTO THE COMPETITIVE SERVICE BY GRADE LEVEL, MINORITY STATUS, AND SEX

	TOTAL EMPLOYEES			MINORITIES			NON-MINORITIES			OTHER 1/		
	Total	Men	Women	Total	Men	Women	Total	Men	Women	Total	Men	Women
Total, All Pay Plans	1,056*	1,015	38	308	297	11	734	708	26	14*	10	1
Total, General Schedule	354*	322	31	115	108	7	234	211	23	5	3	1
GS - 1	12	11	1	5	5	-	7	6	1	-	-	-
GS - 2	26	22	4	7	7	-	17	14	3	2	1	1
GS - 3	109	95	14	33	33	5	70	61	9	1	1	-
GS - 4	77	70	7	29	27	2	47	42	5	1	1	-
GS - 5	54	50	3	21	16	-	37	34	3	1	-	-
GS - 6	9	9	2	4	4	-	5	5	-	-	-	-
GS - 7	35	33	-	11	11	-	24	22	2	-	-	-
GS - 8	2	2	-	1	1	-	1	1	-	-	-	-
GS - 9	14	14	-	3	3	-	11	11	-	-	-	-
GS - 10	-	-	-	-	-	-	-	-	-	-	-	-
GS - 11	4	4	-	-	-	-	4	4	-	-	-	-
GS - 12	7	7	-	1	1	-	6	6	-	-	-	-
GS - 13	-	-	-	-	-	-	-	-	-	-	-	-
GS - 14	3	3	-	-	-	-	3	3	-	-	-	-
GS - 15	2	2	-	-	-	-	2	2	-	-	-	-
Total, Regular Nonsupervisory	688*	679	7	191	187	4	488	485	3	9	7	-
WG - 1	69	67	2	26	26	-	38	36	2	5	5	-
WG - 2	109	107	2	33	31	2	76	76	-	-	-	-
WG - 3	100	100	-	29	29	-	69	69	-	2	2	-
WG - 4	51	50	-	13	13	-	37	37	-	1	-	-
WG - 5	147	144	2	47	46	1	99	98	1	1	-	-
WG - 6	38	38	-	5	5	-	33	33	-	-	-	-
WG - 7	43	43	-	10	10	-	33	33	-	-	-	-
WG - 8	52	51	1	10	9	1	42	42	-	-	-	-
WG - 9	30	30	-	6	6	-	24	24	-	-	-	-
WG - 10	41	41	-	11	11	-	30	30	-	-	-	-
WG - 11	6	6	-	1	1	-	5	5	-	-	-	-
WG - 12	2	2	-	-	-	-	2	2	-	-	-	-
All Other Pay Plans	14	14	-	2	2	-	12	12	-	-	-	-

1/ Includes employees with unspecified minority status.

* Includes 3 employees with unspecified sex.

TABLE 6 · SEPARATIONS OF 30 PERCENT OR MORE DISABLED VETERANS WITH TEMPORARY APPOINTMENTS INTO THE COMPETITIVE SERVICE BY OCCUPATIONAL CATEGORIES, MINORITY GROUP AND SEX WITHIN SELECTED AGENCIES

Agency	Occupational Categories	Total	Women	Men	Minorities	Non-minorities	Other 1/
		#	%	%	%	%	%
All:	All	1,056	3.6%	96.4%	29.2%	69.5%	1.3%
	Professional, Administrative Technical	136	5.9	94.1	26.5	71.3	2.2
	Clerical, Other white-collar	230	10.0	90.0	34.8	64.3	0.9
	Blue-collar	690	1.0	99.0	27.8	70.9	1.3
Army:	All	354	3.1	96.9	27.4	72.6	-
	Professional, Administrative, Technical	40	-	100.0	35.0	65.0	-
	Clerical, Other white-collar	75	9.3	90.7	42.7	57.3	-
	Blue-collar	239	1.7	98.3	21.3	78.7	-
Navy:	All	182	3.3	96.7	33.5	65.9	0.6
	Professional, Administrative, Technical	18	11.8	88.2	5.6	88.8	5.6
	Clerical, Other white-collar	30	6.7	93.3	40.0	60.0	-
	Blue-collar	134	1.5	98.5	35.8	64.2	-
Air Force:	All	313	3.5	96.5	23.6	75.7	0.7
	Professional, Administrative, Technical	45	6.7	93.3	24.4	75.6	-
	Clerical, Other white-collar	46	15.2	84.8	26.1	73.9	-
	Blue-collar	222	0.5	99.5	23.0	76.1	0.9
VA:	All	123	5.7	94.3	44.7	46.4	8.9
	Professional, Administrative, Technical	18	16.7	83.3	27.8	61.1	11.1
	Clerical, Other white-collar	33	12.1	87.9	39.4	54.5	6.1
	Blue-collar	72	-	100.0	51.4	38.9	9.7
Other 2/:	All	84	3.6	96.4	25.0	75.0	-
	Professional, Administrative, Technical	15	-	100.0	33.3	66.7	-
	Clerical, Other white-collar	46	6.5	93.5	23.9	76.1	-
	Blue-collar	23	-	100.0	21.7	78.3	-

1/ Includes employees with unspecified minority status.

2/ Includes 22 separations in Interior, 19 in Treasury, 8 in G.S.A., 7 in Other Defense Activities, 6 in Transportation, 5 in H.H.S., 3 each in Labor, Commerce, and Justice, 2 in O.P.M. and Energy, and 1 each in Education, E.P.A., N.A.S.A., and O.M.B.

FIGURE 5

SEPARATIONS OF 30 PERCENT OR MORE DISABLED VETERANS WITH TEMPORARY APPOINTMENTS INTO THE COMPETITIVE SERVICE BY GENERAL SCHEDULE GRADE
FISCAL YEAR 1982

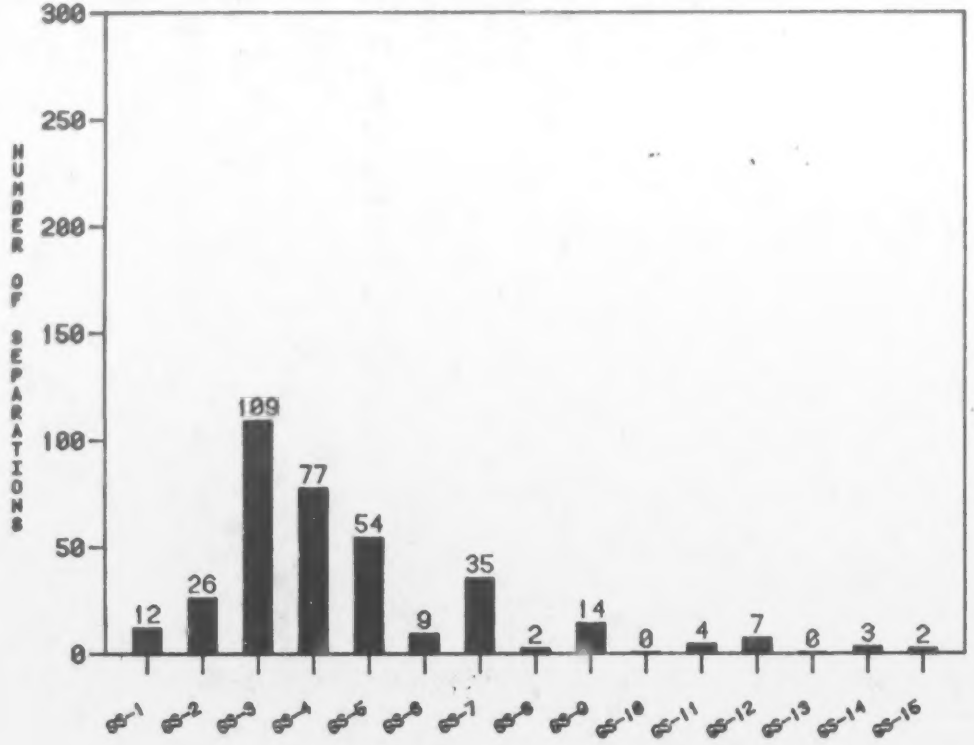


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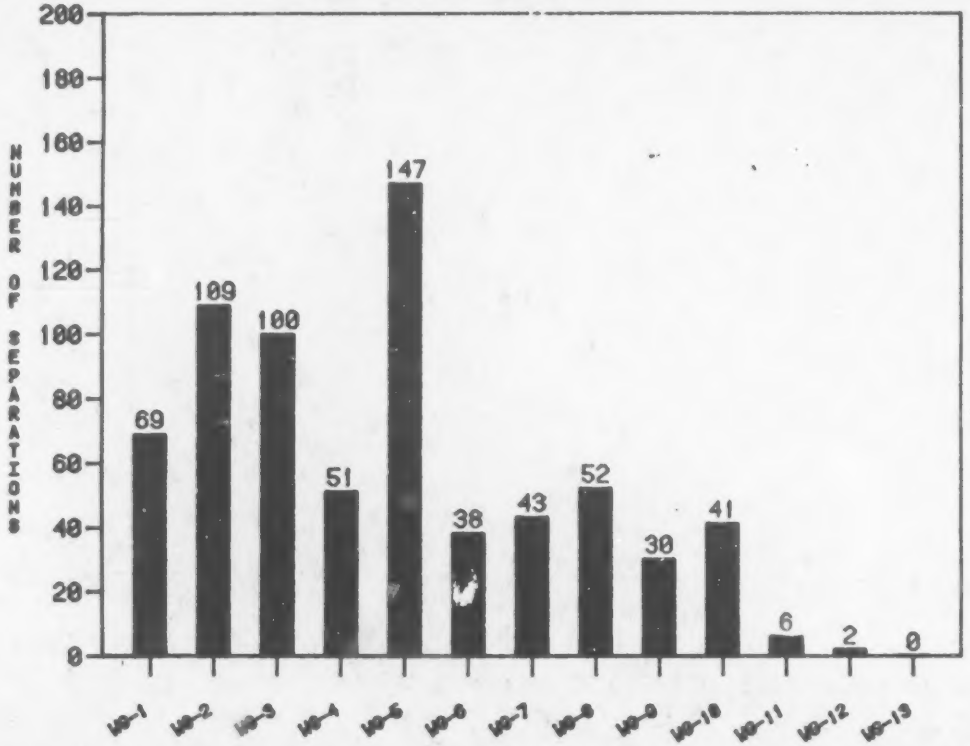
FIGURE 6

SEPARATIONS OF 30 PERCENT OR MORE DISABLED VETERANS WITH TEMPORARY APPOINTMENTS INTO THE COMPETITIVE SERVICE BY REG. NONSUPERV. (WG) GRADE
FISCAL YEAR 1982



APPENDIX 1

SUMMARY OF SELECTED VETERAN HIRING INFORMATION

FISCAL YEAR 1982

FEDERAL HIRES

o Total	367,007
o Women	168,456
- % of Total	46%
o Minorities	94,688
- % of Total	26%

VETERAN HIRES

o Total	82,944
o Women	6,636
- % of Total	8%
o Minorities	19,658
- % of Total	24%
o Percent of Federal Hires	23%

VIETNAM ERA VETERAN (VEV) HIRES

o Total	60,556
o Percent of Federal Hires	17%
o Percent of Veteran Hires	73%
o Disabled VEV Hires	7,327
- % of Total VEV's	12%

VRA HIRES

o Total	15,017
o Women	1,412
- % of Total VRA's	9%
o Minorities	4,820
- % of Total VRA's	32%
o Disabled	
- % of Total VRA's	1,821
	12%
o Percent of Federal Hires	4%
o Percent of Veteran Hires	18%
o Percent of VEV's	25%

DISABLED VETERANS HIRES (10-POINT)

o Total	10,643
o Percent of Veteran Hires	13%
o Percent of Federal Hires	3%

30 PERCENT OR MORE DISABLED VETERANS HIRES

o Total	3,369
o Percent of Veteran Hires	4%
o Percent of Total Disabled Veteran Hires	32%
o Temporary Appointments into the Competitive Service	1,648
- % of Total 30 Percent Hires	49%

Source: Office of Personnel Management
Central Personnel Data File

Rules and Regulations

Federal Register
Vol. 48, No. 2
Tuesday, January 4, 1983

This section of the FEDERAL REGISTER contains regulatory documents having general applicability and legal effect, most of which are keyed to and codified in the Code of Federal Regulations, which is published under 50 titles pursuant to 44 U.S.C. 1510.
The Code of Federal Regulations is sold by the Superintendent of Documents. Prices of new books are listed in the first FEDERAL REGISTER issue of each month.

OFFICE OF PERSONNEL MANAGEMENT

5 CFR Part 720

Affirmative Employment Programs; Affirmative Action for Disabled Veterans

AGENCY: Office of Personnel Management (OPM).

ACTION: Final regulations.

SUMMARY: These regulations implement OPM's responsibilities under section 403 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended, and section 307 of the Civil Service Reform Act of 1978. The regulations establish a Government-wide affirmative action program for disabled veterans in the Federal service.

EFFECTIVE DATE: January 4, 1983.

FOR FURTHER INFORMATION CONTACT: Hassan El-Amin or Marvin Koesmann, (202) 254-3050.

SUPPLEMENTARY INFORMATION:

Background

Under section 403 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 (38 U.S.C. 2014), the former Civil Service Commission was given the responsibility for affirmative action programs in the executive branch with respect to disabled veterans. Subsequently, Executive Order 12108 (1978) transferred various equal employment opportunity enforcement functions from the Civil Service Commission to the Equal Employment Opportunity Commission (EEOC), pursuant to Reorganization Plan No. 1 of 1978. In October 1980, Congress amended 38 U.S.C. 2014 and assigned OPM responsibility for planning, implementing and overseeing an affirmative action program for disabled veterans in the Federal service.

OPM and EEOC shared responsibility for the program during fiscal year 1982. OPM assumed full responsibility for all aspects of the program on October 1, 1982 (the beginning of fiscal year 1983). Accordingly, OPM and EEOC instructed all Federal agencies to comply with instructions in EEOC's EEO-MD-708, "Affirmative Action for Hiring, Placement, and Advancement of Handicapped Individuals Including Disabled Veterans," for FY '82. These instructions require agencies to submit their FY '82 accomplishment reports to EEOC by December 1, 1982.

These regulations implement OPM's responsibility under the law. They add Subpart C to Part 720 of Title 5 of the Code of Federal Regulations, and make other technical changes in Part 720 in connection with the addition of Subpart C. OPM will provide further guidance to Federal agencies in Chapter 720 of the Federal Personnel Manual.

Response to Comments

On June 4, 1982 (47 FR 24336), OPM published proposed rules to implement an affirmative action program for disabled veterans and invited comments on its proposals. Comments and suggestions were received from 32 individuals and organizations. Discussed under topical headings below are the modifications made to the proposed rules in response to those suggestions. Where appropriate, reasons for adopting or not adopting certain suggested revisions are given. Several recommendations which did not result in changes to the regulations will be incorporated into Chapter 720 of the Federal Personnel Manual (FPM).

Program Name and Abbreviation

OPM has accepted one commentator's recommendation to employ a simplified name for "affirmative action for disabled veterans" which will readily distinguish it from the affirmative action plans under the jurisdiction of the Equal Employment Opportunity Commission. Accordingly, the Office has adopted as the official title of the program established by these regulations, "Disabled Veterans Affirmative Action Program," abbreviated "DVAAP."

Definition

Several comments focused on the proposed definition of "disabled veteran," which was taken from 5 U.S.C. 2108. The most significant of these came from the Veterans Administration (VA). The VA argued that the legislative history of 38 U.S.C. 2014 indicates that Congress intended the title 38, not the title 5, definition of disabled veteran to apply to the affirmative action program created by section 2014 (the DVAAP). After lengthy discussions with officials of VA and the Office of Management and Budget, and thorough consideration of the issues and implications involved, the Office is persuaded that the title 38 definition is the more appropriate for the DVAAP. Therefore, the definition of "disabled veteran" for present DVAAP purposes is that found at 38 U.S.C. 2011(3): "(A) a veteran who is entitled to compensation under the laws administered by the Veterans Administration, or (B) a person who was discharged or released from active duty because of a service-connected disability."

Under this (the title 38) definition, proof of the present existence of a service-connected disability is not by itself sufficient to enable a veteran to be classified as "disabled." Thus, Purple Heart recipients can only be considered "disabled veterans" for DVAAP purposes if they otherwise meet the statutory definition. Likewise, those veterans whose disabilities are noncompensable are covered by the DVAAP only if their disability resulted in discharge or release from active duty.

Using the title 38 definition of "disabled veteran" for the DVAAP also requires using the title 38 for the definition of "veteran." Accordingly, the operational definition of "veteran" for DVAAP purposes is that found at 38 U.S.C. 101(2): "a person who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable."

Agency Programs

Several commentators pointed out that, in order to build more accountability into the program, the performance standards of the responsible agency official identified in § 720.203(b) should contain a specific reference to the DVAAP. OPM concurs, and has included a provision to this effect in its FPM guidance on the program.

Some commentators also expressed concern with the proposed use of the Central Personnel Data File (CPDF) data

exclusively for disabled veteran employment problem identification. They suggested that the program require a comparison with agency employment levels and civilian labor force (CLF) availability of disabled veterans, as is done for minorities and women in the Federal Equal Opportunity Recruitment Program (FEORP). One problem with that approach is that there are no consolidated CLF data on disabled veterans, making the accuracy of a CLF-based indexing system highly questionable. More importantly, the Office wishes to minimize the amount of paperwork and calculation required for the implementation of the program, so that agencies can concentrate on action—recruiting, hiring, and promoting—rather than on statistical calculation.

Another concern voiced in this area is that agencies may want to use more detailed and updated data for DVAAP purposes. The regulations do not prohibit this; they simply point out that for DVAAP purposes CPDF data will be the official record of the status of disabled veteran employment within each participating agency. One factor in OPM's decision to reply on CPDF was the probability that use of CPDF data will save both OPM and participating agencies time and money. Because of this expected savings, and because of the obvious need for uniformity, control, and consistency in administering and reporting to Congress on this Government-wide program, OPM has made no changes to § 720.303(c).

Agency Plans

Because of delays experienced in the publication of these final regulations, the deadline for agencies to have their FY '83 DVAAP plans developed and in place has been changed from October 1, 1982 to January 30, 1983. The final rule also reflects changes that resulted from numerous comments directed at the regulation proposed under this heading:

Plan Development. Discussions with the Equal Employment Opportunity Commission under Executive Order 12067 resulted in the inclusion in this section of the final rule the reference to section 501(b) of the Rehabilitation Act of 1973 (29 U.S.C. 791(b)). Reference to that same Act is made in the law establishing the DVAAP (38 U.S.C. 2014).

Plan Coverage. Some commentators suggested that the regulations include the particular criteria OPM will use to require separate plans from operating components and/or installations. OPM's position is that the initial focus of program implementation should be at the agency level, with OPM headquarters and regional offices providing technical assistance. The Office wishes to provide agencies with a framework that is flexible and reasonable under the widest possible range of employment and labor force conditions. For example, OPM believes that an installation's size, alone, is not sufficient reason for requiring a separate plan. This is consistent with the problem identification approach in that no component/installation will be required by OPM to develop a separate plan absent a specific need for a separate plan.

The regulations do currently permit agencies to set criteria for their own installations. Should it become necessary to publish criteria for OPM's requirement of separate agency component/installation plans, these criteria will be published as program guidance rather than regulation.

On commentator suggested that the law (38 U.S.C. 2014(d)) requires OPM to review all agency DVAAP plans annually (and not on a selective basis). The statute requires that OPM review and evaluate agencies' implementation of DVAAPs, and report semiannually to Congress. OPM believes the program, as proposed, fully satisfies these requirements. In addition, OPM is meeting the requirement of 38 U.S.C. 2014(d) to obtain semiannual reports from agencies by obtaining data from CPDF (to which agencies report regularly) on a semiannual basis.

Plan Certification. To avoid confusing the annual certification requirement with the plan submission requirements (on an "as requested" basis), the subsection entitled "Plan Submission and Certification" in the proposed regulations has been broken out into two subsections, "Plan Submission" and "Plan Certification." The deadline for certification has been changed from November 1 to December 1 of each year to coincide with the new deadline for submission of DVAAP accomplishment reports. As a matter of convenience, most agencies will want to submit their certification when they submit their accomplishment reports for the previous fiscal year.

Plan Content. A number of commentators objected to the absence of a requirement for goals, timetables and other quantifiable guideposts. Several voiced opinion that by not requiring goals and timetables OPM is creating what amounts to be a "paper tiger." By using CPDF data as baseline information, OPM is acknowledging the importance of quantified information. Agencies are expected to show measurable improvement in their disabled veteran employment profiles, and they are free to set goals and timetables for their own programs if they so desire. But they are not required to do so.

Agency Accomplishment Reports

The discussion under the previous subsection, *Plan Content*, also applies to this section. One significant change was made in response to agency concerns over the specified reporting date: the submission date for accomplishment reports was changed from November 1 to December 1 of each year, in order to allow adequate time for agencies to prepare and submit their reports. Thus, the first accomplishment reports required by these regulations will be due to OPM on December 1, 1983.

The Office of Personnel Management has examined and considered all the comments brought to its attention during the public comment period. In preparing the preceding summary, the Office has tried to address all the major points raised in the letters it has received. Certain of the comments and suggestions, however, involved matters outside the scope of these regulations. Others addressed issues of program administration that will be covered in guidance materials the Office will issue to assist agencies in implementing the program.

Pursuant to section 553(d)(3) of title 5 of the United States Code, the Director finds that good cause exists to make this amendment effective in less than 30 days. The regulation is being made effective immediately to enable agencies to commence their DVAAPs as soon as practicable.

E.O. 12291, Federal Regulation

OPM has determined that this is not a major rule as defined under section 1(b) of E.O. 12291, Federal Regulation.

Regulatory Flexibility Act

I certify that this regulation will not have a significant economic impact on a substantial number of small entities because it applies only to Federal Government employment practices.

List of Subjects in 5 CFR Part 720

Equal employment opportunity, Government employees, Reporting requirement, Veterans.

Office of Personnel Management.

Donald J. Devine,

Director.

Accordingly, OPM is amending 5 CFR Part 720 as shown:

PART 720—AFFIRMATIVE EMPLOYMENT PROGRAMS

1. By revising the Part heading to read as set forth above.

§ 720.101 [Amended]

2. In § 720.101, by redesignating the section title as "Federal Equal Opportunity Recruitment Program" and removing the word "subpart" and inserting in its place the word "section" in both places where it appears.

3. By adding a new Subpart C, to read as follows:

* * * * *

Subpart C—Disabled Veterans Affirmative Action Program

Sec.
720.301 Purpose and authority.
720.302 Definition.
720.303 Agency programs.
720.304 Agency plans.
720.305 Agency accomplishment reports.
720.306 Responsibilities of the Office of Personnel Management.
720.307 Interagency Report Clearance.

Authority: 5 U.S.C. 7201, 42 U.S.C. 2000e, 38 U.S.C. 1787(2), 2011(3), 2014, 5 U.S.C. 3312, 38 U.S.C. 791(a).

Subpart C—Disabled Veterans Affirmative Action Program

§ 720.301 Purpose and authority.

This subpart sets forth requirements for agency disabled veteran affirmative action programs (DVAAPs) designed to promote Federal employment and advancement opportunities for qualified disabled veterans. The regulations in this subpart are prescribed pursuant to responsibilities assigned to the Office of Personnel Management (OPM) under section 403 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended (38 U.S.C. 2014), and section 307 of the Civil Service Reform Act of 1978 (5 U.S.C. 3312).

§ 720.302 Definition.

As used in this subpart, the terms "veteran" and "disabled veteran" have the meanings given to these terms in title 38 of the United States Code.

§ 720.303 Agency programs.

(a) *Continuing Programs.* Each Department, agency, and instrumentality in the executive branch, including the U.S. Postal Service and the Postal Rate Commission, shall conduct a continuing affirmative program for the recruitment, hiring, placement, and advancement of disabled veterans.

(b) *Program Responsibility.* The head of each agency shall assign overall program responsibility to an appropriate agency official. The official so designated shall be at a high enough level to ensure effective program administration and the direction of adequate resources to the program.

(c) *Problem Analysis.*

(1) Annually, OPM will provide appropriate data on the employment of disabled veterans to each agency participating in the Central Personnel Data File (CPDF). These data will be taken from CPDF. For DVAAP purposes, CPDF data are considered to be the offical record of the status of disabled veteran employment within each participating agency. Each participating agency is responsible for assuring that such records are timely, accurate, and complete.

(2) CPDF data must be analyzed by participating agencies to identify problem areas and deficiencies in the employment and advancement of disabled veterans. (OPM will establish with each agency not participating in CPDF, the nature and extent of data to be used in identifying problems and deficiencies.) Based on this analysis, agencies shall develop methods to improve the recruitment, hiring, placement, and advancement of disabled veterans, or revise or redirect existing methods, as necessary. These methods must then be translated into action items.

§ 720.304 Agency plan.

(a) *Plan Development.* As part of the affirmative action plan it prepares pursuant to section 501(b) of the Rehabilitation Act of 1973 (29 U.S.C. 791 (b)) ("Section 501(b) Plan"), each Department, agency, or instrumentality in the executive branch must have an up-to-date affirmative action plan for the employment and advancement of disabled veterans.

(1) Each agency must review its plan on an annual basis, together with its accomplishments for the previous fiscal year, updated employment data, and any changes in agency mission or structure, and update the plan as necessary. Agency operating components and field installations required to develop separate plans under paragraph (b) of this section, below, must perform the same type of annual review and update of their plans.

(2) Plans shall cover a time period of not less than one year and may cover a longer period if concurrent with the agency's Section 501(b) Plan. Each plan must specify the period of time it covers.

(3) Initial plans for fiscal year 1983 required under this subpart must be developed by January 30, 1983 and must be in effect on that day.

(b) *Plan Coverage.*

(1) Each agency must have an agencywide plan covering all of its operating components and field installations. Agencywide plans shall include instructions assigning specific responsibilities on affirmative actions to be taken by the agency's various operating components and field installations to promote the employment and advancement of disabled veterans. OPM must be informed when headquarters offices require plans at the field or installation level.

(2) Agency operating components and field installations must have a copy of the plan covering them, and must implement their responsibilities under it. OPM may require operating components and field installations to develop separate plans in accordance with program guidance and/or instructions.

(c) *Plan Submission.* Affirmative action plans developed under this section shall be submitted to OPM upon request. The Office of Personnel Management will review a selection of agency plans each fiscal year.

(d) *Plan Certification.* Each agency must certify to OPM by December 1 of each year that it has an up-to-date plan as required by this section. This certification must indicate the date the agency's most recent plan was effective or was last amended.

(e) *Plan Content.* Disabled veteran affirmative action plans shall, at a minimum, contain:

(1) A statement of the agency's policy with regard to the employment and advancement of disabled veterans, especially those who are 30 percent or more disabled.

(2) The name and title of the official assigned overall responsibility for development and implementation of the action plan.

(3) An assessment of the current status of disabled veteran employment within the agency, with emphasis on those veterans who are 30 percent or more disabled.

(4) A description of recruiting methods which will be used to seek out disabled veteran applicants, including special steps to be taken to recruit veterans who are 30 percent or more disabled.

(5) A description of how the agency will provide or improve internal advancement opportunities for disabled veterans.

(6) A description of how the agency will inform its operating components and field installations, on a regular basis, of their responsibilities for employing and advancing disabled veterans.

(7) A description of how the agency will monitor, review, and evaluate its planned efforts, including implementation at operating component

and field installation levels during the period covered by the plan.

§ 720.305 Agency accomplishment reports.

(a) Not later than December 1 of each year, agencies must submit an annual accomplishment report on their disabled veterans affirmative action program to the Office of Personnel Management, covering the previous fiscal year.

(b) Agency annual accomplishment reports must describe:

(1) Methods used to recruit and employ disabled veterans, especially those who are 30 percent or more disabled.

(2) Methods used to provide or improve internal advancement opportunities for disabled veterans.

(3) A description of how the activities of major operating components and field installations were monitored, reviewed, and evaluated.

(4) An explanation of the agency's progress in implementing its affirmative action plan during the fiscal year. Where progress has not been shown, the report will cite reasons for the lack of progress, along with specific plans for overcoming cited obstacles to progress.

§ 720.306 Responsibilities of The Office of Personnel Management

(a) *Program Review.* OPM will monitor agency program implementation through review of agency plans, direct agency contact, review of employment data, and through other appropriate means. As it deems appropriate, OPM will conduct onsite evaluations of program effectiveness, both at agency headquarters and at field installations or operating components.

(b) *Technical Assistance.* The Office of Personnel Management will provide technical assistance, guidance, instructions, data, and other information as appropriate to supplement and support agency programs for disabled veterans, through the Federal Personnel Manual (FPM).

(c) *Semiannual Reports.* As provided by 38 U.S.C. 2014(d), OPM will, on at least a semiannual basis, publish reports on Government-wide progress in implementing affirmative action programs for disabled veterans.

(d) *Report to Congress.* As required by 38 U.S.C. 2014(e), OPM will report to Congress each year on the implementation and progress of the program. These reports will include specific assessments of agency progress or lack of progress in meeting the objectives of the program.

§ 720.307 Interagency report clearance.

The reports contained in this regulation have been cleared in accordance with FPMR 101–11.11 and assigned interagency report control number 0308–OPM–AN.

(38 U.S.C. 2011(3), 2014, 5 U.S.C. 3112, 29 U.S.C. 791(b))

[FR Doc. 83-87 Filed 1-3-83; 8:45 am]
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APPENDIX 3

Office of Personnel Management

Federal Personnel Manual System

FPM Letter 720-7

FPM Letter 720-7

Published in advance of incorporation in FPM
Chapter 720
RETAIN UNTIL SUPERSEDED

SUBJECT: Disabled Veteran Affirmative Action Program

Washington, D. C. 20415
January 13, 1983

Heads of Departments and Independent Establishments:

1. This letter transmits subchapter 3 of FPM Chapter 720. This subchapter is intended to guide and assist agencies in implementing their responsibilities for affirmative action for disabled veterans. Each department, agency, and instrumentality in the executive branch is required to have a disabled veteran affirmative action program (DVAAP) which promotes the employment and job advancement of disabled veterans.

2. Agencies are assigned DVAAP responsibilities by title 38 of the United States Code (38 U.S.C. §2014) and Subpart C, Part 720 of Title 5 of the Code of Federal Regulations (5 CFR Part 720).

Donald J. Devine
Director

Attachment

Inquiries: Workforce Effectiveness and Development Group, Office of Affirmative Employment Programs, Veterans Employment Programs Division, (202) 254-3058

Code: 720, Affirmative Employment Programs

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CHAPTER 720

AFFIRMATIVE EMPLOYMENT PROGRAMS

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APPENDIX A. Requirements for Disabled Veteran Affirmative Action Plans Accomplishment Reports

SUBCHAPTER 3. DISABLED VETERAN AFFIRMATIVE ACTION PROGRAM (DVAAP)

3-1. PURPOSE AND BACKGROUND

a. This subchapter covers agency affirmative action for the employment and advancement of disabled veterans. It provides guidance on implementing the regulations in Subpart C of Part 720 of title 5 of the Code of Federal Regulations.

b. The regulations in Subpart C have been issued pursuant to section 403 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended (38 U.S.C. 2014). That statute requires each Department, agency, and instrumentality in the executive branch to develop a plan to promote employment and job advancement opportunities within the Federal Government for qualified disabled veterans.

Under section 403 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended, the former Civil Service Commission was given the responsibility for affirmative action programs in the executive branch with respect to disabled veterans. Subsequently, Executive Order 12106 (1978) transferred various equal employment opportunity enforcement functions from the Civil Service Commission to the Equal Employment Opportunity Commission (EEOC), pursuant to Reorganization Plan No. 1 of 1978. In October 1980, Congress amended 38 U.S.C. 2014 and assigned OPM responsibility for planning, implementing and overseeing an affirmative action program for disabled veterans in the Federal service. OPM and EEOC shared responsibility for the program during fiscal year 1982. OPM assumed full responsibility for all aspects of the program on October 1, 1982.

c. Other parts of the FPM which may provide assistance in developing and implementing results-oriented affirmative action programs for disabled veterans include: Chapter 211 on veterans' preference, Chapter 306 on the selective placement of handicapped individuals, Chapter 307 on veterans readjustment appointments, Chapter 315

regarding the employment of veterans who are 30 percent or more disabled, and unpaid work experience for disabled veterans, Chapter 316 for special term and temporary appointments for Vietnam era veterans and handicapped individuals, and Attachment 1 to FPM Letter 720-2 on targeted affirmative recruitment techniques.

3-2. DEFINITIONS

a. Disabled Veteran. A disabled veteran is:

(1) a veteran who is entitled to compensation under laws administered by the Veterans Administration, or

(2) a person who was discharged or released from active duty because of a service-connected disability.

b. Veteran. As used in this subchapter, the definition of the term "veteran" is the same as that contained in title 38 of the United States Code.

c. Agency. For the purposes of this subchapter, the term "agency" means any department, agency, and instrumentality in the executive branch including the U.S. Postal Service and the Postal Rate Commission.

3-3. AGENCY PROGRAM

a. Program Administration. Primary responsibility for establishing and overseeing agency disabled veterans affirmative action programs rests at the headquarters level of the agency. The head of the agency must assign to a headquarters official the lead responsibility for the program to ensure accountability, consistency, and effective program administration. This headquarters official shall be the Office of Personnel Management's (OPM) principal contact for the purpose of providing technical assistance and guidance and in the monitoring and evaluation of agency activities.

(1) The duties assigned to the headquarters official responsible for affirmative action for disabled veterans should include:

- ensuring the development of a national plan;
- ensuring that adequate guidance and instructions are provided to subordinate operating components and to field activities;
- ensuring that adequate resources are devoted to the program;
- following-up to make certain that officials in field activities and operating components understand what their program responsibilities are and are carrying them out;
- reviewing and approving annual accomplishment reports; and
- submitting the agency annual accomplishment report to OPM.

(2) The overall responsibility for program leadership should be reflected in the performance standards of this responsible agency official. Other agency officials who share responsibility for the program should also be evaluated on their effectiveness in carrying it out as part of their periodic performance appraisal.

b. Action Requirements. The following list summarizes the action elements required by regulations in addition to those enumerated in subparagraph a(1) above:

(1) The agency must conduct a continuing program of affirmative action for disabled veterans, giving emphasis to those who are 30 percent or more disabled. Affirmative action encompasses recruitment, hiring, and advancement, and personnel programs supporting these activities, e.g., training and career counseling.

(2) The agency must analyze work force data supplied annually by OPM and any other data that are relevant (e.g., agency component work force data or veteran unemployment figures) in order to identify any problems or deficiencies in the employment and advancement of disabled veterans. On a yearly basis, the agency must develop, revise, and/or redirect strategies designed to address each noted problem or deficiency.

(3) The agency must develop a DVAAP plan containing specific action items designed to implement the strategies the agency has chosen. The plan is to be reviewed yearly and revised as necessary.

(4) The agency must certify to OPM each year that it has an up-to-date plan, and, if requested to do so, must submit the plan to OPM.

(5) The agency must provide OPM with a report of its activities each fiscal year, reflecting the implementation of the DVAAP plan.

c. Labor-Management Relations. Agency programs and plans must be consistent with 5 U.S.C. Chapter 71, Labor-Management Relations, and any applicable labor agreements. Agencies should consult or negotiate, as appropriate, with recognized labor organizations, and solicit their support in designing and carrying out affirmative programs for disabled veterans.

3-4. AGENCY PLAN

a. Agency DVAAP plans developed at the national headquarters level should at a minimum include:

(1) A policy statement issued by the agency head concerning employment and advancement of disabled veterans in the agency, especially those veterans who are 30 percent or more disabled. The date of the statement should be indicated.

(2) The name and title of the headquarters official responsible for the program.

(3) An assessment of the current status of disabled veteran employment by the agency.

(a) For agencies participating in the Central Personnel Data File (CPDF), the basis of this assessment will be the CPDF data supplied by OPM. These data include information such as the total number of veterans and disabled veterans employed in the agency, broken down by grade groupings, occupational categories, minority and nonminority status, and sex. Agencies not participating in CPDF are required to compile equivalent information in consultation with OPM.

(b) From examination and analysis of the CPDF or equivalent information, each agency should identify problem areas and deficiencies in its employment and advancement of disabled veterans. Analysis should indicate where the agency needs improvement, where it is doing well, and what, if any, trends are noted. In arriving at the assessment, questions such as the following should be asked: Do the grade levels and occupational distribution of disabled veterans indicate any difficulties in advancement within the agency? Are special noncompetitive hiring authorities for 30 percent or more disabled and Vietnam era veterans being used effectively? What progress in the hiring and advancement of disabled veterans has been made?

(4) Recruiting methods which will be used to seek out disabled veteran candidates, including special steps to be taken in recruiting veterans who are 30 percent or more disabled. Action items should be specific. Examples of recruiting activities include:

(a) Cooperation with:

- selective placement program staffs concerned with affirmative action for the handicapped;
- veterans' organizations;
- the Veterans Employment Service of the Department of Labor;
- state and local employment agencies;
- private veteran assistance centers;
- the Veterans Administration (VA), including VA hospitals;
- organizations fostering the employment of the handicapped; and
- other Federal agencies.

(b) Outreach programs

(c) Skills banks and applicant pools

(d) Career seminars

(e) Use of reemployment priority lists

(f) Use of the Veterans Readjustment Appointment (VRA) authority

(g) Use of the special temporary hiring authority for veterans who are 30 percent or more disabled

(h) Paid advertisements

(5) Methods to improve internal advancement opportunities. Describe what specific measures are to be taken. Suggested activities in this category include:

(a) Workforce analysis

(b) Use of upward mobility programs

(c) Use of intern programs

(d) Enlisting the support and involvement of special emphasis (e.g., selective placement) program managers

(e) Employee counseling

(f) Conducting skills surveys and using skills banks

(6) Instructions for operating components and field installations. Describe how operating components (organizations below the national headquarters level) and field installations will be informed, on a regular basis, of their responsibilities for employing and advancing disabled veterans.

(7) Monitoring, review, and evaluation. Describe how and when the implementation efforts of operating components and field installations will be monitored, reviewed, and evaluated and the frequency of such. Describe any other implementation efforts and how these will be monitored, reviewed, and evaluated and the frequency of such.

b. Agency operating components and field installations must have a copy of the plan covering them, and must implement their responsibilities under it. OPM may require operating components and field installations to develop separate plans in accordance with such guidance and/or instructions as it shall issue from time to time.

c. Headquarters offices which require plans at the field or installation level must notify OPM headquarters of the requirement.

3-5. AGENCY ACCOMPLISHMENT REPORT

Agencies must submit an annual report on their disabled veterans affirmative action program to the Office of Personnel Management, covering the previous fiscal year. These must be submitted no later than December 1 of each year. Annual accomplishment reports must describe:

(1) Methods used to recruit and employ disabled veterans, including particular measures for those veterans who are 30 percent or more disabled.

(2) Methods used to provide or improve internal advancement opportunities for disabled veterans.

(3) A description of how the activities of major operating components and field installations are monitored, reviewed, and evaluated.

(4) An explanation of the agency's progress in implementing its affirmative action plan during the fiscal year, citing reasons for success or lack of success.

3-6. FORMAT FOR PLAN AND ACCOMPLISHMENT REPORT

For agencies' convenience, the requirements for plans and accomplishment reports are set out in Appendix A. No specific format is required for agency plans and/or accomplishment reports. The plans and reports will primarily consist of those elements specified in the regulations, plus any additional pertinent information the agency wishes to supply.

3-7. OPM RESPONSIBILITIES

OPM's responsibilities include:

a. Program Review. OPM will monitor agency program implementation through selective review of agency plans, direct agency contact, review of employment data, and through other appropriate means. As it deems appropriate, OPM will conduct onsite evaluations of program effectiveness, both at agency headquarters and at field installations or operating components.

b. Technical Assistance. OPM will provide technical assistance, guidance, instructions, data, and other information as appropriate to supplement and support agency programs for disabled veterans.

c. Semiannual Reports. OPM will, on at least a semiannual basis, publish reports on Government-wide progress in implementing affirmative action programs for disabled veterans. The reports will be based in part on information obtained from the CPDF on accessions and promotions of disabled veterans.

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d. Report to Congress. OPM will report to Congress each year on the implementation and progress of the program. These reports will include specific assessments of agency progress or lack of progress in meeting the objectives of the program.

3-8. INTERAGENCY REPORT CLEARANCE

The reports contained in this subchapter have been cleared in accordance with FPMR 101-11.11 and assigned interagency control number 0305 -OPM-AN.

APPENDIX A

REQUIREMENTS FOR DISABLED VETERAN AFFIRMATIVE ACTION PLANS AND ACCOMPLISHMENT REPORTS

a. Plans. Plans are to be submitted upon request and must contain the following:

(1) A statement of the agency's policy with regard to the employment and advancement of disabled veterans, especially those who are 30 percent or more disabled.

(2) The name and title of the official assigned overall program leadership for the action plan.

(3) An assessment of the current status of disabled veteran employment, with emphasis on those veterans who are 30 percent or more disabled.

(4) A description of recruiting methods which will be used to seek out disabled veteran applicants, including special steps to be taken to recruit veterans who are 30 percent or more disabled.

(5) A description of how the agency will provide or improve internal advancement opportunities for disabled veterans.

(6) A description of how the agency will inform its operating components and field installations, on a regular basis, of their responsibilities for employing and advancing disabled veterans.

(7) A description of how the agency will monitor, review, and evaluate its planned efforts, including implementation at operating component and field installation levels during the period covered by the plan.

b. Accomplishment Report. Accomplishment reports are to be submitted annually and must contain the following:

(1) Methods used to recruit and employ disabled veterans, especially those who are 30 percent or more disabled.

(2) Methods used to provide or improve internal advancement opportunities for disabled veterans.

(3) A description of how the activities of major operating components and field installations were monitored, reviewed, and evaluated.

(4) An explanation of the agency's progress in implementing its DVAAP plan during the fiscal year.

c. Certification. Each agency must certify to OPM by December 1 of each year that it has an up-to-date plan. This certification may be submitted as part of the agency's annual accomplishment report.

Chapter 720

Affirmative Employment Programs

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- 3-8. Interagency Report Clearance

APPENDIX A. Requirements for Disabled Veteran Affirmative Action Plans Accomplishment Reports

Subchapter 3. Disabled Veteran Affirmative Action Program (DVAAP)

3–1. PURPOSE AND BACKGROUND

a. This subchapter covers agency affirmative action for the employment and advancement of disabled veterans. It provides guidance on implementing the regulations in Subpart C of Part 720 of title 5 of the Code of Federal Regulations.

b. The regulations in Subpart C have been issued pursuant to section 403 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended (38 U.S.C. 2014). That statute requires each Department, agency, and instrumentality in the executive branch to develop a plan to promote employment and job advancement opportunities within the Federal Government for qualified disabled veterans.

Under section 403 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended, the former Civil Service Commission was given the responsibility for affirmative action programs in the executive branch with respect to disabled veterans. Subsequently, Executive Order 12106 (1978) transferred various equal employment opportunity enforcement functions from the Civil Service Commission to the Equal Employment Opportunity Commission (EEOC), pursuant to Reorganization Plan No. 1 of 1978. In October 1980, Congress amended 38 U.S.C. 2014 and assigned OPM responsibility for planning, implementing and overseeing an affirmative action program for disabled veterans in the Federal service. OPM and EEOC shared responsibility for the program during fiscal year 1982. OPM assumed full responsibility for all aspects of the program on October 1, 1982.

c. Other parts of the FPM which may provide assistance in developing and implementing results-oriented affirmative action programs for disabled veterans include: Chapter 211 on veterans' preference, Chapter 306 on the selective placement of handicapped individuals, Chapter 307 on veterans readjustment appointments, Chapter 315 regarding the employment of veterans who are 30 percent or more disabled, and unpaid work experience for disabled veterans, Chapter 316 for special term and temporary appointments for Vietnam era veterans and handicapped individuals, and Attachment 1 to FPM Letter 720–2 on targeted affirmative recruitment techniques.

3–2. DEFINITIONS

a. *Disabled Veteran.* A disabled veteran is:

(1) a veteran who is entitled to compensation under laws administered by the Veterans Administration, or

(2) a person who was discharged or released from active duty because of a service-connected disability.

b. *Veteran.* As used in this subchapter, the definition of the term "veteran" is the same as that contained in title 38 of the United States Code.

c. *Agency.* For the purposes of this subchapter, the term "agency" means any Department, agency, and instrumentality in the executive branch including the U.S. Postal Service and Postal Rate Commission.

3–3. AGENCY PROGRAM

a. *Program Administration.* Primary responsibility for establishing and overseeing agency disabled veterans affirmative action programs rests at the headquarters level of the agency. The head of the agency must assign to a headquarters official the lead responsibility for the program to ensure accountability, consistency, and effective program administration. This headquarters official shall be the Office of Personnel Management's (OPM) principal contact for the purpose of providing technical assistance and guidance and in the monitoring and evaluation of agency activities.

(1) The duties assigned to the headquarters official responsible for affirmative action for disabled veterans should include:

—ensuring the development of a national plan;

—ensuring that adequate guidance and instructions are provided to subordinate operating components and to field activities;

—ensuring that adequate resources are devoted to the program;

—following-up to make certain that officials in

field activities and operating components understand what their program responsibilities are and are carrying them out;

—reviewing and approving annual accomplishment reports; and

—submitting the agency annual accomplishment report to OPM.

(2) The overall responsibility for program leadership should be reflected in the performance standards of this responsible agency official. Other agency officials who share responsibility for the program should also be evaluated on their effectiveness in carrying it out as part of their periodic performance appraisal.

b. *Action Requirements*. The following list summarizes the action elements required by regulations in addition to those enumerated in subparagraph a(1) above:

(1) The agency must conduct a continuing program of affirmative action for disabled veterans, giving emphasis to those who are 30 percent or more disabled. Affirmative action encompasses recruitment, hiring, and advancement, and personnel programs supporting these activities, e.g., training and career counseling.

(2) The agency must analyze work force data supplied annually by OPM and any other data that are relevant (e.g., agency component work force data or veteran unemployment figures) in order to identify any problems or deficiencies in the employment and advancement of disabled veterans. On a yearly basis, the agency must develop, revise, and/or redirect strategies designed to address each noted problem or deficiency.

(3) The agency must develop a DVAAP plan containing specific action items designed to implement the strategies the agency has chosen. The plan is to be reviewed yearly and revised as necessary.

(4) The agency must certify to OPM each year that it has an up-to-date plan, and, if requested to do so, must submit the plan to OPM.

(5) The agency must provide OPM with a report of its activities each fiscal year, reflecting the implementation of the DVAAP plan.

c. *Labor-Management Relations*. Agency programs and plans must be consistent with 5 U.S.C. Chapter 71, Labor-Management Relations, and any applicable labor agreements. Agencies should consult or negotiate, as appropriate, with recognized labor organizations, and solicit their support in designing and carrying out affirmative programs for disabled veterans.

3-4. AGENCY PLAN

a. Agency DVAAP plans developed at the national headquarters level shall at a minimum include:

(1) A policy statement issued by the agency head concerning employment and advancement of disabled veterans in the agency, especially those veterans who are 30 percent or more disabled. The date of the statement should be indicated.

(2) The name and title of the headquarters official responsible for the program.

(3) An assessment of the current status of disabled veteran employment by the agency.

(a) For agencies participating in the Central Personnel Data File (CPDF), the basis of this assessment will be the CPDF data supplied by OPM. These data include information such as the total number of veterans and disabled veterans employed in the agency, broken down by grade groupings, occupational categories, minority and nonminority status, and sex. Agencies not participating in CPDF are required to compile equivalent information in consultation with OPM.

(b) From examination and analysis of the CPDF or equivalent information, each agency should identify problem areas and deficiencies in its employment and advancement of disabled veterans. Analysis should indicate where the agency needs improvement, where it is doing well, and what, if any, trends are noted. In arriving at the assessment, questions such as the following should be asked: Do the grade levels and occupational distribution of disabled veterans indicate any difficulties in advancement within the agency? Are special noncompetitive hiring authorities for 30 percent or more disabled and Vietnam era veterans being used effectively? What progress in the hiring and advancement of disabled veterans has been made?

(4) Recruiting methods which will be used to seek out disabled veteran candidates, including special steps to be taken in recruiting veterans who are 30 percent or more disabled. Action items should be specific. Examples of recruiting activities include:

(a) Cooperation with:

—selective placement program staffs concerned with affirmative action for the handicapped;

—veterans' organizations;

—the Veterans Employment Service of the Department of Labor;

—state and local employment agencies;
—private veteran assistance centers;
—the Veterans Administration (VA), including VA hospitals;
—organizations fostering the employment of the handicapped; and
—other Federal agencies.

(b) Outreach programs
(c) Skills banks and applicant pools
(d) Career seminars
(e) Use of reemployment priority lists
(f) Use of the Veterans Readjustment Appointment (VRA) authority
(g) Use of the special temporary hiring authority for veterans who are 30 percent or more disabled
(h) Paid advertisements

(5) Methods to improve internal advancement opportunities. Describe what specific measures are to be taken. Suggested activities in this category include:

(a) Workforce analysis
(b) Use of upward mobility programs
(c) Use of intern programs
(d) Enlisting the support and involvement of special emphasis (e.g., selective placement) program managers
(e) Employee counseling
(f) Conducting skills surveys and using skills banks

(6) Instructions for operating components and field installations. Describe how operating components (organizations below the national headquarters level) and field installations will be informed, on a regular basis, of their responsibilities for employing and advancing disabled veterans.

(7) Monitoring, review, and evaluation. Describe how and when the implementation efforts of operating components and field installations will be monitored, reviewed, and evaluated and the frequency of such. Describe any other implementation efforts and how these will be monitored, reviewed, and evaluated and the frequency of such.

b. Agency operating components and field installations must have a copy of the plan covering them, and must implement their responsibilities under it. OPM may require operating components and field installations to develop separate plans in accordance with such guidance and/or instructions as it shall issue from time to time.

c. Headquarters offices which require plans at the field or installation level must notify OPM headquarters of the requirement.

3–5. AGENCY ACCOMPLISHMENT REPORT

Agencies must submit an annual report on their disabled veterans affirmative action program to the Office of Personnel Management, covering the previous fiscal year. These must be submitted no later than December 1 of each year. Annual accomplishment reports must describe:

(1) Methods used to recruit and employ disabled veterans, including particular measures for those veterans who are 30 percent or more disabled.

(2) Methods used to provide or improve internal advancement opportunities for disabled veterans.

(3) A description of how the activities of major operating components and field installations are monitored, reviewed, and evaluated.

(4) An explanation of the agency's progress in implementing its affirmative action plan during the fiscal year, citing reasons for success or lack of success.

3–6. FORMAT FOR PLAN AND ACCOMPLISHMENT REPORT

For agencies' convenience, the requirements for plans and accomplishment reports are set out in Appendix A. No specific format is required for agency plans and/or accomplishment reports. The plans and reports will primarily consist of those elements specified in the regulations, plus any additional pertinent information the agency wishes to supply.

3–7. OPM RESPONSIBILITIES

OPM's responsibilities include:

a. *Program Review.* OPM will monitor agency program implementation through selective review of agency plans, direct agency contact, review of employment data, and through other appropriate means. As it deems appropriate, OPM will conduct onsite evaluations of program effectiveness, both at agency headquarters and at field installations or operating components.

b. *Technical Assistance.* OPM will provide technical assistance, guidance, instructions, data, and other information as appropriate to supplement and support agency programs for disabled veterans.

c. *Semiannual Reports.* OPM will, on at least a semiannual basis, publish reports on Government-

wide progress in implementing affirmative action programs for disabled veterans. The reports will be based in part on information obtained from the CPDF on accessions and promotions of disabled veterans.

d. *Report to Congress.* OPM will report to Congress each year on the implementation and progress of the program. These reports will include specific assessments of agency progress or lack of progress in meeting the objectives of the program.

3-8. INTERAGENCY REPORT CLEARANCE

The reports contained in this subchapter have been cleared in accordance with FPMR 101–11.11 and assigned interagency control number 0305–OPM-AN.

Appendix A.

Requirements for Disabled Veteran Affirmative Action Plans and Accomplishment Reports

a. *Plans*. Plans are to be submitted upon request and must contain the following:

(1) A statement of the agency's policy with regard to the employment and advancement of disabled veterans, especially those who are 30 percent or more disabled.

(2) The name and title of the official assigned overall program leadership for the action plan.

(3) An assessment of the current status of disabled veteran employment, with emphasis on those veterans who are 30 percent or more disabled.

(4) A description of recruiting methods which will be used to seek out disabled veteran applicants, including special steps to be taken to recruit veterans who are 30 percent or more disabled.

(5) A description of how the agency will provide or improve internal advancement opportunities for disabled veterans.

(6) A description of how the agency will inform its operating components and field installations, on a regular basis, of their responsibilities for employing and advancing disabled veterans.

(7) A description of how the agency will monitor, review, and evaluate its planned efforts, including implementation at operating component and field installation levels during the period covered by the plan.

b. *Accomplishment Report*. Accomplishment reports are to be submitted annually and must contain the following:

(1) Methods used to recruit and employ disabled veterans, especially those who are 30 percent or more disabled.

(2) Methods used to provide or improve internal advancement opportunities for disabled veterans.

(3) A description of how the activities of major operating components and field installations were monitored, reviewed, and evaluated.

(4) An explanation of the agency's progress in implementing its DVAAP plan during the fiscal year.

c. *Certification*. Each agency must certify to OPM by December 1 of each year that it has an up-to-date plan. This certification may be submitted as part of the agency's annual accomplishment report.

CALENDAR

The Office of Personnel Management uses classrooms located in several different buildings in the Washington metropolitan area. Therefore, participants will be notified of the class meeting site when accepted.

When:	June 14, 1983
Nomination Deadline:	May 31, 1983
Cancellation Deadline:	June 7, 1983
Registration:	June 14, 1983 8:45 a.m.
When:	July 21, 1983
Nomination Deadline:	July 7, 1983
Cancellation Deadline:	July 14, 1983
Registration:	July 21, 1983 8:45 a.m.
When:	August 23, 1983
Nomination Deadline:	August 9, 1983
Cancellation Deadline:	August 16, 1983
Registration:	August 23, 1983 8:45 a.m.
When:	September 20, 1983
Nomination Deadline:	September 6, 1983
Cancellation Deadline:	September 13, 1983
Registration:	September 20, 1983 8:45 a.m.

NOTE: The Office of Personnel Management makes every practical effort to assure that its training programs are readily accessible to handicapped employees. Nominating officials should contact the training center in advance of nomination to discuss any special provisions needed to accommodate a handicapped nominee (e.g., sign language interpreters for the hearing-impaired).

Veterans employment program:

A WORKSHOP

1983
June 14
July 21
August 23
September 20

United States Office of Personnel Management
Office of Training
Personnel Management Training Center

BACKGROUND

Veterans employment affects a variety of staffing and EEO issues. A substantial body of Federal laws, regulations, and program guidance exists covering Veterans employment. The Disabled Veterans Affirmative Action Program (DVAAP) and the Civil Service Reform Act are examples of initiatives affecting veterans employment. Further, recent changes to veterans preference and the veterans employment special emphasis programs have occurred. This training will serve to improve the administration and operation of your agency's veterans employment programs.

DESCRIPTION AND OBJECTIVES

This one-day workshop is designed to provide new and experienced staffing and EEO personnel with the information and skills needed to make your agency's Veterans Employment Program successful. They will learn how to:

- effectively resolve a variety of merit staffing and employee relations issues involving veterans employment
- explain current eligibility requirements for veterans preference in the appointment process;
- improve the administration and operation of your agency's Disabled Veterans Affirmative Action Program (DVAAP); and
- use the noncompetitive appointing authority for 30 percent or more disabled veterans, the veterans readjustment appointment (VRA) authority, and the unpaid work experience program for disabled veterans (Veterans Training Program) effectively.

TARGET AUDIENCE

Federal staffing and EEO personnel who want to increase their knowledge and enhance their skills in the area of veterans employment.

COST

The cost of this workshop is $115 per person. Agencies will be billed for all accepted nominees unless formal cancellations are received by the close of business on the cancellation deadline. Substitutions of eligible participants may be made up to the beginning of the program.

NOMINATIONS

Federal employees should submit nominations through their authorized officials and training offices to:

OFFICE OF PERSONNEL MANAGEMENT
PERSONNEL MANAGEMENT TRAINING CENTER
P.O. BOX 7230
WASHINGTON, D.C. 20044

NOMINATION DEADLINE - two weeks prior to starting date of each offering

CANCELLATION DEADLINE - one week prior to starting date of each offering

For further information regarding this course and other EEO and general personnel management training programs, please call FTS 8 - 632-9772.

APPENDIX 6

Office of Personnel Management

FPM Bulletin 300-63

Federal Personnel Manual System

FPM Bulletin

Bulletin No. 300-63

Washington, D. C. 20415
September 8, 1983

SUBJECT: Veterans Employment Programs: A Workshop (New 1-Day Course)

Heads of Departments and Independent Establishments:

1. BACKGROUND. Veterans employment affects staffing and EEO policies and programs. For example, the Disabled Veteran Affirmative Action Program (DVAAP) puts responsibilities on agencies to hire and provide job advancement opportunities for disabled veterans. Further, recent changes in veterans' preference and veterans' employment initiatives have occurred. For this reason, it is beneficial for OPM to provide training on veterans employment programs.

2. TRAINING AVAILABLE FROM OPM. OPM's Veterans Employment Programs Division, Office of Affirmative Employment Programs, and the Personnel Management Training Center (PMTC) have developed an informative 1-day workshop on the various Federal personnel programs, policies and initiatives affecting veterans' employment. This course, designed for new and experienced staffing and EEO personnel, will help agencies make improvements to their veterans' employment programs. Participants will learn how to:

- effectively resolve a variety of merit staffing and employee relations issues involving veterans' employment;
- explain current eligibility requirements for veterans' preference in the appointment process;
- improve the administration and operation of your agency's Disabled Veteran Affirmative Action Program (DVAAP);
- use the noncompetitive appointing authority for 30 percent or more disabled veterans, the Veterans Readjustment Appointment (VRA) authority, and the unpaid work experience program for disabled veterans (Veterans Training Program) effectively.

3. OPM'S INTERAGENCY CLASSROOM TRAINING. "Veterans Employment Programs: A Workshop", a 1-day indepth workshop on veterans employment initiatives, will be offered at OPM training facilities. This workshop will allow participants the benefit of classroom interaction with persons from other agencies. A workshop is currently scheduled in Washington, DC for September 20, 1983. (Plans for fiscal year 1984 show the workshop being offered monthly.) Cost is $115 per participant. Additional sessions will be scheduled to meet agency needs. OPM's Regional Training Centers may be offering this same workshop. Interested parties should contact their appropriate Regional Training Center for the course dates, costs, and other pertinent information after August 1983.

Inquiries: Workforce Effectiveness and Development Group, Personnel Management Training Center, (202) 632-9772, and Veterans Employment Programs Division, (202) 254-3058

Code: 300, Employment (General)

Distribution: FPM

Bulletin Expires: October 20, 1984

4. FOR MORE INFORMATION AND REGISTRATION PROCEDURES. The staffs of the Veterans Employment Programs Division (FTS: 8-254-3058) and the Personnel Management Training Center (FTS: 8-632-9772) will be pleased to assist you regarding this training.

Donald J. Devine
Director

APPENDIX 7

PERSONNEL MANAGEMENT COURSES

1. General Personnel Management
2. Position Classification
3. Personnel Staffing
4. Training and Development
5. Equal Employment Opportunity

People make the Government work, and sound personnel management is essential for recruiting, motivating and keeping good people. By taking courses at the Personnel Management Training Center (PMTC), you can update and enhance your skills in the personnel field. Here is your copy of the Fiscal Year 1984 course schedule for PMTC. I hope that you find it useful in planning your FY84 training program.

Catalogs containing specific course descriptions and other information are available. Should you need more information, please call the numbers listed below:

For General Personnel Management and Equal Employment Opportunity courses, please call (FTS or 202) 632-9772;

For Personnel Staffing and Position Classification courses, please call (FTS or 202) 254-8020; and

For Training and Development courses, please call (FTS or 202) 653-7055.

I hope our schedule will prove useful and helpful for you and your staff.

Richard J. Indelicato

Richard J. Indelicato, *Manager*
Personnel Management
Training Center

United States Office of Personnel Management
Personnel Management Training Center

General Personnel Management Courses

Course Title	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Career Alternatives After RIF (22QK) $115	17											
Introduction to Personnel Management (22AA) $345	5-7	14-16	4-16	11-13	6-8	12-14	16-18	9-11	6-8	9-11	13-15	10-12
Management of Personnel Management Evaluation Surveys (22AZ) $400					27—2						13-17	
Personnel Management Evaluation: The On-Site Survey Method (22AJ) $460	31—4						30—4					
Personnel Management for Supervisors & Managers: A Workshop (22AQ) $435	24-28		5-9		27—2		23-27		18-22		6-10	
Preparation and Review of Personnel Actions Workshop (22FU) $250	31—1				27-28				18-19		6-7	
Processing Personnel Actions: An Introduction (22AW) $500		14-18	12-16	16-20	13-17	12-16		7-11		16-20		10-14
Quantitative Approaches to Personnel Management (22AK) $425			5-9						25-29			
Using the Federal Personnel Manual (22AI) $115	3	7	6	9	6	5	9	7	4	9	6	10

Position Classification Courses

Course Title	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Basic Position Classification (22JA) $550			5-16	30—10			2-13		4-15	30—10		17-28
Issues Seminar for Senior Classifiers (22JB) $125		TO	BE	ANNOUNCED								
Position Classification Analysis & Evaluation (22JP) $400	24-26				27-29			21-23				10-12
Position Classification Evaluation Reports (22JQ) $400				9-11 13			23-25 27			9-11 13		
Position Classification in the Federal Government (22JR) $375				23-25				16-18			15-17	
Position Classification: Obtaining Facts & Presenting Findings (22JN) $275				19-20				14-15				13-14
Position Classification for Supervisors & Managers (22JE) $275		3-4								18-19		
Position Management (22JC) $400		7-9				19-21					27-29	
The Federal Wage System (22JX) $275	31—1									16-17		
SGEG: The Supervisory Grade Evaluation Guide (22JO) $275		14-15				5-6			18-19		13-14	
Writing Position Descriptions (22JS) $375				16-18			16-18			23-25		

Personnel Staffing Courses

Course Title	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Assessment One: Introduction to Job Analysis (22GB) $350		7-9			27-29			14-16				26-28
Assessment Two: Personnel Assessment & Selection (22FH) $525			5-9		6-10		2-6		18-22		13-17	
Assessment Three: Developing Rating Schedules (22GC) $375						19-21					27-29	
Basic Staffing & Placement (22FA) $675	24—4			9-20		5-16	30—11			9-20		10-21
Content Validation (22FO) $375				23-25						23-25		
Job Element Examining (22FD) $250			12-13								20-21	
Merit Promotion Principles & Practices (22FI) $250				26-27			18-19			26-27		
Overview of RIF (22PX) $125						1					24	
Personnel Interviews (22FF) $250			14-15						13-14			
Personnel Staffing in the Federal Government (22FW) $425		28—1			13-16				4-7		6-9	
Qualifications Analysis (22FK) $250	17-18				23-24		16-17		11-12			24-25
Reduction in Force (22PT) $425				30—2			23-26			30—2		
Role of Supervisors in Hiring & Promoting Employees (22FZ) $250							9-10				22-23	
Seminar for Outplacement Coordinators (22GA) $125						22					30	

Training and Development Courses

Course Title	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Introduction to Training and Development (22LA) $345		28-30		30—1				14-16			20-22	
Instructional Technology (22LE) $345					27-29						1-3	
Instructor Training (22LF) $460			5-9				9-13					10-14
Training and Developing Your Staff (22LM) $115	16								4			
Training Course Design and Development (22LU) $460	31—4					5-9				9-13		
Using Video in Training (22LC) $345			12-14					21-23				
Workshop in Visual Design (22LX) $260				9-10			23-24					
Seminar: Current Issues in Human Resource Development (22LY) ($460 for 4 sessions)				11			25		6		15	

31-243 0 - 84 - 9

Equal Employment Opportunity Courses

Course Title	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Advanced EEO Counseling (22UF) $330		2-4			15-17			21-23			8-10	
Affirmative Recruitment: The Federal Equal Opportunity Recruitment Program (22UT) $220		7-8			13-14			30-31			9-10	
Assessing EEO Workforce Data (22VM) $330			7-9		29—2				13-15			12-14
Basic EEO Counseling (22UD) $345	19-21	16-18	12-14	25-27	22-24	21-23	25-27	14-16	20-22	18-20	22-24	17-19
EEO and the Federal Employee (22VA) $115		28										
EEO for Advisory Committee Members (22VB) $330						28-30				25-27		
EEO Law: Its Impact on Federal Employees (22VI) $220					2-3						2-3	
Federal EEO Affirmative Action Program Planning (22UA) $400		29—2				5-8			4-7			18-21
Introduction to the Federal Equal Employment Program (22VK) $345	12-14			25-27			9-11			30—1		
Investigation of Complaints of Discrimination (22UL) $400	25-28			10-13			3-6			10-13		
Managing EEO Programs (22VF) $460		31—4			13-17			21-25			6-10	
Planning for Career Advancement (22VS) $100							23					
Processing Class Complaints of Discrimination (22UC) $220			19-20						25-26			
Selective Placement of the Handicapped: A Seminar for Coordinators (22FO) $330				30—1				2-4				24-26
Sexual Harassment: A Workshop (22VU) $220			19-20			19-20			11-12			13-14
Sexual Harassment: Update for Supervisors (22VW) $115							16					
The Federal Women's Program: A Workshop (22UH) $400		14-17			7-10			21-24		31—3		
The Hispanic Employment Program: A Workshop (22UU) $460				16-20				14-18				24-28
The Role of Managers in EEO (22UV) $345		7-8				19-20			26-27			20-21
The Role of Supervisors in EEO (22UV) $345	11-13	16-18	5-7	16-18	8-10	7-9	11-13	2-4	13-15	23-25	27-29	24-26
Upward Mobility: Planning & Implementation (22US) $360						13-16					21-24	
Veterans Employment Program: A Workshop (22UO) $115	18	15	20	17	14	13	16	18	12	17	14	11

OPM the Government's trainer

Mail your training form to:
U.S. Office of Personnel Management
Personnel Management Training Center
P.O. Box 7230
Washington, D.C. 20044

GPO 900-240

United States
Office of
Personnel Management
Washington, D.C. 20415

APPENDIX 8

In Reply Refer To: Your Reference:

OCT 25 1982

MEMORANDUM FOR HEADS OF DEPARTMENTS AND INDEPENDENT AGENCIES

Subject: National Disabled Veterans Week, 1982

The President has proclaimed the week beginning November 7, 1982 as National Disabled Veterans Week. He reminds us, in his proclamation, that we owe a great debt of gratitude to disabled veterans and that we should take appropriate actions regarding these veterans.

This Administration has made a strong commitment to assisting disabled veterans. The Office of Personnel Management has been honoring this commitment by stressing the use of the special hiring authority for 30 percent or more disabled veterans, the Veterans Readjustment Appointment Program, and the Disabled Veterans Affirmative Action Program. Your strong support of the use of these employment and advancement tools will demonstrate your support of the Administration's commitment.

I know that we are in a time when Government hiring is necessarily limited, but when opportunities present themselves, we must not forget those who have given so much in the defense of freedom. And, we must not forget that once these disabled veterans have been employed, they deserve every opportunity for advancement.

The President's proclamation is reprinted on the reverse side of this memorandum.

Donald J. Devine
Director

Proclamation 4971 of September 14, 1982

National Disabled Veterans Week, 1982

By the President of the United States of America

A Proclamation

As we strive to improve our military preparedness to further our goals of a lasting peace and freedom, we look for special inspiration to our disabled veterans who have so nobly sacrificed for these ideals. Few others have so fully demonstrated great courage or endured such hardships for their country and the cause of liberty.

All Americans owe a great debt of gratitude to the over two million service-disabled veterans. The immense personal adversity suffered by these our fellow countrymen is incalculable in terms of diminished health, lost career opportunities, and restricted personal fulfillment. We are also keenly aware of the substantial tragedy these injuries pose for the families of these veterans who, along with their loved ones, must shoulder the weight of this burden.

The important contributions to the national welfare made by these gallant men and women, not only in their military service but also in their later civilian activities, are a source of pride and admiration to each of us and serve as an illuminating lesson in valor and fortitude.

It is most fitting that Congress has chosen to recognize this record of distinguished service, courage, and accomplishment through passage of a joint resolution authorizing designation of "National Disabled Veterans Week."

NOW, THEREFORE, I, RONALD REAGAN, President of the United States of America, do hereby designate the week beginning November 7, 1982, as National Disabled Veterans Week. I call upon all Americans to join in honoring those who have given so much in the defense of freedom. I ask Government agencies at all levels, and private organizations and individuals to observe this week with appropriate programs, ceremonies, and activities.

IN WITNESS WHEREOF, I have hereunto set my hand this 14th day of Sept., in the year of our Lord nineteen hundred and eighty-two, and of the Independence of the United States of America the two hundred and seventh.

Ronald Reagan

[FR Doc. 82-25731
Filed 9-15-82; 12:22 pm]
Billing code 3195-01-M

APPENDIX 9

United States
Office of
Personnel
Management
1900 E St., NW
Washington, D.C. 20415
News Unit, Room 5F10
(202) 632-5491

NEWS

For immediate release
Wednesday, November 10, 1982

Contact:
Ed Shell

OPM WELCOMES VETERANS TO WASHINGTON WITH OPEN HOUSE, SPECIAL JOB INFORMATION HOURS, AND EXTRA COUNSELORS TO EXPLAIN VETERANS PREFERENCE IN FEDERAL HIRING

(WASHINGTON, D.C.)--The U.S. Office of Personnel Management will hold an Open House at the agency's headquarters at 1900 E Street, NW, in Washington for the many thousands of American veterans expected to be in the Nation's Capitol later this week. OPM Director Donald J. Devine invited veterans who will be in town for the many Veterans Week activities to take advantage of special job counseling sessions regarding **veterans preference** in Federal hiring, **special opportunities** for Vietnam era veterans, and preferential hiring entitlements for **disabled veterans**, from 9:30 a.m. to 5:30 p.m. on Friday, November 12. He noted that the Federal Job Information Center at the headquarters building will extend its hours on that day, to allow individual and group counseling for as many visiting veterans as possible.

In extending the invitation to veterans to visit the Federal Government's central personnel agency, Devine said that the Open House represents "a special effort to make veterans aware of the special job opportunities available to them, and to encourage veterans to take advantage of preferential hiring programs benefiting those who have served the nation in uniform."

Job Information Counselors will be on hand to inform and counsel veterans on veterans preference in Federal hiring, which involves the granting of additional "points" to their "earned ratings" as Federal job applicants. Candidates for jobs are listed on civil service registers in order of the examination ratings they have earned plus these additional points (5 points for

(more)

most veterans; 10 points for disabled veterans and certain other categories). In addition, special opportunities are available for Vietnam-Era veterans through the Veterans Readjustment Act, and for 30 per cent or more disabled veterans, through a special authority for noncompetitive appointments.

Devine noted that "All of these programs have played a significant role in the hiring of veterans at a time when overall government hiring is necessarily limited, and that is not only fitting but proper. These individuals have earned their nation's gratitude, as well as special preference in Federal hiring, and we cannot place too high a value on the contributions our veterans have made in behalf of all Americans. In many cases their sacrifices have been extraordinary. It is a pleasure to be able to help them serve the nation in a civilian capacity as Federal employees."

Reports sent to the Congress this week showed that during Fiscal Year 1981, nearly 20,000 Vietnam era veterans were hired through the Veterans Readjustment Appointment (VRA) Program, with more than 11,000 of these coming during the last half of the fiscal year (April through September). They also showed a large increase in hiring of 30 per cent or more disabled veterans, with the total number of hires jumping from 1733 during FY 80 to 3119 in FY 81, an increase of more than 80 per cent.

In addition to offering job counseling, the OPM Open House will feature coffee and special lobby exhibits for veterans who stop by. OPM is centrally-located at 1900 E Street, N.W., at the corner of 19th and E streets, a few blocks from the new Vietnam Veterans Memorial.

(end)

U.S. Office of Personnel Management Welcomes Veterans To Washington

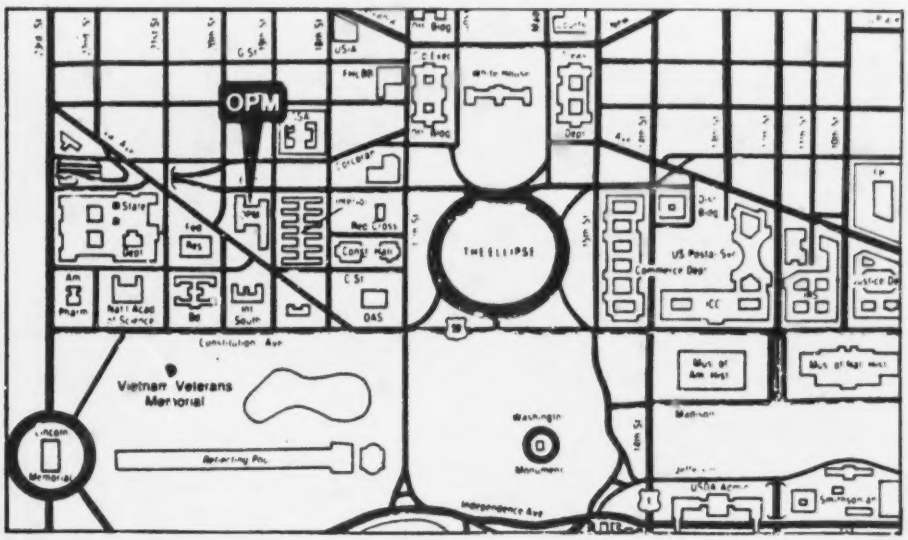
Office of Personnel Management Director Donald J. Devine cordially invites all veterans to an **OPEN HOUSE:**

Friday, November 12, 1982, 9:30 to 5:30
at 1900 E Street N.W., Washington, D.C. (See map below)

Stop by for coffee, view exhibits displayed in lobby and speak with our Job Information Counselors about:

VETERANS PREFERENCE in federal hiring
JOB OPPORTUNITIES for veterans in the Federal Government
SPECIAL OPPORTUNITIES for Vietnam Era Veterans through the Veterans Readjustment Act
PREFERENTIAL HIRING entitlements for Disabled Veterans

For more information telephone: 632-5491



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October, 1983

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APPENDIX 11

STATEMENT OF DONALD J. DEVINE
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BEFORE THE COMMITTEE ON VETERANS' AFFAIRS
SUBCOMMITTEE ON EDUCATION, TRAINING, AND EMPLOYMENT
U.S. HOUSE OF REPRESENTATIVES

OVERSIGHT HEARING ON
EXTENSION OF THE VETERANS READJUSTMENT APPOINTMENT (VRA) PROGRAM

September 29, 1983

Mr. Chairman and Members of the Subcommittee:

I am pleased to have the opportunity of presenting the Office of Personnel Management's (OPM) views in support of legislation which would authorize extension of the Veterans Readjustment Appointment (VRA) Program through September 30, 1987.

The VRA Program has been a great success in providing employment for those Vietnam era veterans who need help the most. The VRA authority provides improved employment opportunities for disadvantaged Vietnam era veterans. It allows agencies to hire these veterans without competition on Civil Service examinations and subsequently to convert them to career or career-conditional appointments after two years of satisfactory employment and training.

The hiring results are impressive. Since the program was established by President Nixon in 1970, VRA's have provided employment opportunities for more than 200,000 Vietnam era veterans. Over the past five fiscal

years minorities have received an average of 38 percent and women 9 percent of the total veterans readjustment appointments. I am submitting data attached to my testimony showing VRA hires made by agencies in FY 1982. The most recent data show a total of 7,200 VRA's made in the first half of FY 1983. Of these, approximately 35 percent were minorities and 8 percent women.

The VRA Program is a voluntary one. The VRA authority competes for its use with other vital public policy goals and measures. There are no added costs associated with the program. No new positions are created. The appointments are counted against agencies' personnel (FTE) ceilings.

OPM has taken significant actions to encourage greater participation by Federal agencies in the VRA Program. These actions include: providing technical assistance and advice to agencies, monitoring and evaluating the program by our regional offices, publicizing the program through Federal Executive Boards (FEB's) and Interagency Advisory Groups (IAG's) committee meetings, dispensing helpful job information to veterans through our network of Federal Job Information Centers (FJIC's), participating in winter meetings and national conventions of veteran groups, addressing Federal employment forums in Newark, Denver, and Seattle by the Veterans Employment Division central office staff, emphasizing our policy guidance and increasing our cooperation with the VA and Department of Labor.

In addition, we have successfully launched a new training course, "Veterans Employment Programs: A Workshop," a one day course designed for Government employees with the responsibility for Veterans Employment

Programs. A major component of this course covers the policies and procedures of the VRA Program and how agencies can use the VRA authority more effectively. Agency participant comments have been highly favorable in the five sessions held to date. The resource participation of the veteran organizations and VA have contributed to the success of the course. Current plans call for the course to be presented 12 times in fiscal year 1984.

Today the Federal Government as an employer has an obligation to take the lead to reduce the high rate of unemployment that exists among certain Vietnam era veterans. The Department of Labor reported that there were 663,000 unemployed Vietnam era veterans in July 1983. In addition, Vietnam era veterans 25-to-39 years continue to have greater unemployment than nonveterans. The second quarter 1983 average rate of unemployment for Vietnam era veterans 25-to-39 years was 9.8 percent compared to 9.5 percent for nonveterans. The second quarter 1983 average rate of unemployment for black Vietnam era veterans 25-to-39 years was 20.9 percent compared to white Vietnam era veterans of the same age category of 8.4 percent.

The most effective action the Federal Government as an employer can take to reduce this high rate of unemployment among Vietnam era veterans is to extend the successful Veterans Readjustment Appointment Program. I supported the three year VRA extension which President Reagan signed into law over two years ago. I now support enactment of legislation to extend the VRA Program through September 30, 1987.

I also urge that several improvements be made to the VRA Program to make it more fair and effective. First, we think the maximum grade level for appointment should be raised from GS-7 to GS-9. This action will enhance the effectiveness of the program because agencies will have increased flexibility to make employment decisions. It recognizes that some Vietnam era veterans have obtained the necessary experience and education to qualify for a higher grade.

Second, we believe the 14-year education limit for nondisabled Vietnam era veterans should be waived altogether. It is an artificial limit which discourages improving skills through education. It is the case that Vietnam era veterans are taking advantage of higher education. It appears that an increasing number of veterans have gone back to school because they do not want to lose their GI educational benefits and, given the tight job market, these veterans opt for school in lieu of unemployment. To now deny them employment because they elected to enhance their education is to defeat the main purpose of the VRA Program which is to provide long-term employment opportunities to Vietnam era veterans.

Our third recommendation calls for the elimination of the semiannual VRA Program report publication requirement in favor of an annual requirement. Currently the law requires OPM to obtain and publish semiannual reports on agency use of the VRA Program. These reports are sent to Congress as soon as data are available, although the law does not require it. The change to an annual report publication requirement is needed

because the current 6-month report requirement is unnecessarily burdensome. This procedural change is fully consistent with the Administration's policy to reduce paperwork and to make the Government operate more efficiently and effectively. The proposal would generate modest savings in terms of staff hours and publication costs. It would mean less Government regulation. We have estimated the savings to be in excess of $6,000 annually.

I want to emphasize that this proposal would in no way lessen OPM's clear responsibility to monitor and evaluate agency use of the VRA Program. OPM will continue to prepare and issue summaries of VRA hires and other veteran data on a 6-month basis to all parties interested in receiving this information.

We would continue to issue an annual report on veterans employment programs in the Federal Government covering initiatives, policies, and programs as required by title 38 of the United States Code. This report would include coverage of the VRA Program.

The Administration will be submitting a proposal to the Congress early in 1984. We look forward to working with the subcommittee to extend this successful program.

Mr. Chairman, I will be pleased to answer any questions.

TOTAL AND ESTIMATED VETERANS READJUSTMENT AUTHORITY APPOINTMENTS BY AGENCY (FISCAL YEAR 1982)

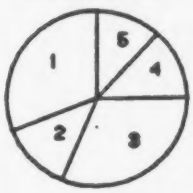
AGENCY	Total New Hires	All VRA Hires 1/ #	All VRA Hires 1/ % of Total	All VRA Hires 1/ Disabled	Minority VRA Hires 2/ #	Minority VRA Hires 2/ % of all VRAs	Minority VRA Hires 2/ Disabled	Women VRA Hires #	Women VRA Hires % of all VRAs	Women VRA Hires Disabled
Total, All Agencies 3/	367,887	16,817	4.5%	1,821	4,820	28.7%	532	1,612	9.4%	67
Agriculture	36,572	73	0.2	2	10	26.0	-	8	11.0	1
Commerce	4,761	42	0.9	0	10	23.8	3	3	7.1	-
Defense	(175,130)	(9,193)	(5.2)	(1,220)	(3,162)	(34.4)	(400)	(909)	(10.8)	(66)
Air Force	40,533	1,968	4.8	292	864	29.8	79	215	11.0	8
Army	72,213	4,734	6.6	750	1,891	33.6	257	641	11.4	32
Defense Logistics Agency	7,961	867	7.7	61	275	49.4	22	46	8.1	5
Navy	48,699	1,890	3.9	112	713	37.7	39	185	9.8	4
Other Defense Activities	6,424	84	0.8	6	10	26.2	3	3	8.6	-
Energy	1,686	35	2.1	-	5	14.3	-	3	8.6	-
Health and Human Services	16,674	69	0.4	9	43	66.2	6	8	11.6	2
Interior	23,841	82	0.3	4	10	12.2	-	3	3.7	-
Justice	8,015	388	4.4	43	111	31.7	9	14	4.0	2
Labor	1,141	5	0.4	-	-	-	-	-	-	-
Transportation	11,363	102	0.9	3	14	13.7	1	11	10.8	-
Treasury	20,335	314	1.5	66	164	63.6	30	27	8.6	5
Total Executive Departments	299,908	10,265	3.4	1,365	3,638	34.5	449	1,066	10.4	66
Equal Empl. Opportunity Comm.	101	2	2.0	1	-	-	-	1	50.0	1
Federal Deposit. Insurance Corp.	398	2	0.5	-	1	50.0	-	-	-	-
General Services Adm.	2,512	10	3.4	3	2	20.0	-	1	10.0	-
Government Printing Office	39	1	2.6	-	1	100.0	-	-	-	-
Int'l. Boundary & Water Comm.	31	10	32.3	1	5	83.3	1	-	-	-
Nat'l. Aeronautics & Space Adm.	2,833	14	0.5	-	5	35.7	-	3	21.4	-
Nat'l. Credit Union Adm.	47	1	2.1	-	-	-	-	1	100.0	-
Nat'l. Fd. on Arts & Humanities	133	1	0.8	-	-	-	-	-	-	-
Office of Personnel Mgmt.	351	7	2.0	1	1	50.0	-	-	-	-
Small Business Adm.	1,053	1	0.1	-	-	-	-	-	-	-
Smithsonian	304	41	13.5	1	14	34.1	1	-	-	-
Veterans Administration	59,697	4,662	7.8	469	1,853	39.6	81	340	7.3	10
Total, Independent Agencies	67,499	4,752	7.0	466	1,282	28.7	83	346	7.3	11

Sources: U.S. Office of Personnel Management
Monthly Report of Federal Employment (SF 113-A) and
Central Personnel Data File (CPDF)

1/ Includes new hires and conversions into the VRA program. The VRA data were estimated by applying the CPDF proportion of each agency's VRA hires to total hires with the new hire figures reported by each agency on their SF 113-A report.
2/ Includes only those agencies which made VRA appointments during this period.
3/ Employees with unspecified minority group are excluded from the base in calculating percent minority.

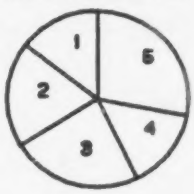
PERCENT DISTRIBUTION OF NEW HIRES BY AGENCY:
FISCAL YEAR 1982

VRA NEW HIRES



1: V.A. HAS 31.04%
2: NAVY HAS 12.58%
3: ARMY HAS 31.52%
4: AIR F HAS 13.94%
5: OTHER HAS 11.01%

VETERAN NEW HIRES



1: V.A. HAS 14.51%
2: NAVY HAS 18.48%
3: ARMY HAS 29.17%
4: AIR F HAS 14.81%
5: OTHER HAS 28.86%

TOTAL NEW HIRES

1: V.A. HAS 16.27%
2: NAVY HAS 13.27%
3: ARMY HAS 19.06%
4: AIR F HAS 11.94%
5: OTHER HAS 39.74%

United States
Office of
Personnel Management

Washington, D.C. 20415

In Reply Refer To | Your Reference

OCT 31 1983

MEMORANDUM FOR HEADS OF DEPARTMENTS AND INDEPENDENT AGENCIES

Subject: Veterans Day, 1983

The President has proclaimed Friday, November 11, 1983, as Veterans Day. In recognition of their sacrifices, he urges all Americans to join with him in a fitting salute to our veterans, with special consideration to those veterans who are disabled.

This Administration has made a strong commitment to assisting veterans. The Office of Personnel Management has been honoring this commitment by stressing the use of the special hiring authority for 30 percent or more disabled veterans, the Veterans Readjustment Appointment Program, and the Disabled Veterans Affirmative Action Program. Your strong support of the use of these employment and advancement tools will demonstrate your support of the Administration's commitment.

Although Government hiring is necessarily restricted in many cases, when opportunities present themselves, we must not forget our veterans who have given so much in defense of freedom. Also, we must be sure not to forget that once these veterans have been employed, they deserve every opportunity for advancement.

The President's proclamation is reprinted on the reverse side of this memorandum.

Donald J. Devine
Director

OOM 114-24-3
January 1980

Proclamation 5189 of September 19, 1983

Veterans Day, 1983

By the President of the United States of America

A Proclamation

None among us deserve more respect than the millions of patriotic men and women who have worn our Nation's uniform to preserve America's freedom and world peace.

Our Armed Forces veterans have earned a special day in which you and I may focus on their heroic accomplishments. For their unselfish devotion to duty, Congress established Veterans Day as a national expression of gratitude. On this historic occasion, our hearts and minds should be with our living veterans and their deceased comrades who have contributed so much to the defense of our country's ideals.

From Valley Forge when our Nation was in its infancy, to the Vietnam conflict where our men and women in uniform served and died for the human rights of others, through war and peace, these valiant citizens have answered the call to service with honor and dignity. They are indeed worthy of a formal tribute from a grateful Nation. Special consideration is due to those veterans who are sick and disabled. There is no better tangible expression of our affection than by remembering to visit them at home or in our hospitals.

In order that we pay meaningful tribute to those men and women who proudly served in our Armed Forces, Congress has provided (5 U.S.C. 6103(a)) that November 11 shall be set aside each year as a legal public holiday to honor America's veterans.

NOW, THEREFORE, I, RONALD REAGAN, President of the United States of America, do hereby proclaim Friday, November 11, 1983, as Veterans Day. In recognition of their valor, I urge all Americans to join with me in a fitting salute to our veterans, and I call upon Federal, State, and local government officials as well as private citizens to mark Veterans Day by displaying the flag of the United States, and I ask those Government officials to support fully and personally its observance by appropriate ceremonies throughout the country.

IN WITNESS WHEREOF, I have hereunto set my hand this 19th day of Sept., in the year of our Lord nineteen hundred and eighty-three, and of the Independence of the United States of America the two hundred and eighth.

Ronald Reagan

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